

Western Michigan University

Title: Custodian

Grade: M-2

Functions and responsibilities:

This position provides custodial services to all areas of the University. This position receives work direction from the supervisor, assistant manager, manager, associate director, and director of Custodial Services.

The incumbent cleans, disinfects, and maintains structures, fixtures and furnishings in assigned University buildings including building interiors and exteriors. These can include associated structural features such as:

- Porches
- Stairways, stairwells and steps
- Walk ways
- Loading dock and surrounding areas
- Guest rooms
- Fireplaces
- Showers
- Restrooms
- Locker rooms and changing areas
- Classrooms
- Hallways
- Office areas
- Residence rooms
- Mail rooms, shipping and receiving areas
- Kitchenettes
- Breakrooms
- Conference rooms
- Athletic areas- gym floors, racquet ball courts, indoor tennis courts, indoor tracks, gymnastics areas, pool areas, hockey arenas, recreational sports areas, saunas, cardio rooms
- Performance arts areas- dance floors, practice rooms, stage areas, auditoriums
- Entryways, vestibules
- Lobby and reception areas
- Hangar floors
- Bleachers
- Tiered seating areas
- Windows and blinds
- Walls
- Patient areas for treatment and waiting
- Nurses stations

- Laboratories- research and medical
- Areas surrounding wind tunnel

Functions of this position include:

- Cleaning and maintaining of floors and floor coverings, including rugs and carpeting- sweeping, vacuuming, mopping, scrubbing, burnishing
- Application of sealers, floor finishes and protectants
- Waste and recycling collection and disposal
- Dusting and wiping of horizontal and vertical surfaces
- Changing light bulbs- fluorescent, LED, incandescent
- Washing windows- interior and exterior
- Shower curtain replacement
- Filling of dispensers- paper products (toilet paper, paper towel) and hand care products (soap, shampoo, body wash, hand sanitizer)
- Daily maid service of guest areas and rooms
- Arrangement of furniture and equipment- tables, chairs, white boards and other items required for conferences, meetings and other events (not including banquet style events) in accordance to printed or hand drawn diagrams and oral and written instructions.
- Maintains proper level of supplies
- Maintains closets and equipment in a neat, clean and orderly manner and condition
- Reports all incidents and accidents
- Submits supply requests
- Submits work orders and service requests
- Movement of supplies and equipment
- High dusting with extension poles and wands from floor level

Equipment and materials used and operated:

- Floor machines- user assisted and automatic, walk-behind, chariot-style, low-speed and high speed scrubbers/swing machines, burnishers
- Baseboard scrubbers
- Vacuums- dry, wet, upright, hip-vac, backpack, battery-backpack, walk-behind, chariot-style, canister
- Sweepers
- Electric pressure washers- high and low pressure (Kaivac-like machines)
- Mobile finish applicators
- Squeegees and window scrubbers
- Various carts and tilt-carts
- Cleaning cloths, micro-fiber, mops
- Brooms
- Scrapers- handheld and attached to a pole
- Toilet brushes
- Scrubbing pads and brushes- standalone and as equipment attachments

This position performs activities and uses equipment in accordance with established safety practices, departmentally accepted procedures and with instructions/training from supervisory personnel. The incumbent must wear substantial shoes at all times; must wear safety glasses when pouring cleaning compounds, liquids and other chemicals; must wear safety glasses when changing lights, hanging fixtures, cleaning light diffusers or performing cleaning tasks overhead, such as dusting. The incumbent must comply with all OSHA/MIOSHA rules and regulations governing the use, transport and storage of cleaning compounds, chemicals and other custodial supplies and electrical equipment. The incumbent will be required to wear and use safety equipment as directed by supervisory personnel. The incumbent may provide work direction for student employees. The incumbent may be required to work individually or as a member of a crew. This position performs additional duties as requested by supervisory personnel.

Qualifications:

In order to perform the essential functions of the job, the incumbent must be able to:

- Read, comprehend and comply with oral/written instructions and safety regulations governing the performance of job duties
- Have writing ability sufficient enough to prepare and submit supply and work orders and service requests
- Properly use radios and phones to communicate
- Raise 50 lbs. dead weight to a height of four (4) feet up to 5 times in a row
- Must be able to transport supplies and equipment weighting up to 50 lbs. up and down stairs
- Move mechanical devices carrying loads up to 1,000 lbs. a distance of .5 miles in order to transport custodial equipment and supplies
- Descent and ascend from floor level to a standing position up to 150 times a per day
- Ascend ladders to a height of twenty (20) feet and to change lights, clean diffusers and wash walls and windows while positioned on a ladder at heights up to twenty (20) feet
- Move forward and backward while operating mechanical devices and self-propelled powered equipment and utilizing mops, brooms and other cleaning tools
- Traverse a minimum distance of five (5) miles per day
- Tolerate exposure to the full range of weather conditions- heat, cold, rain, snow, wind
- Tolerate exposure to fumes from cleaning chemicals, finishes, sealers and other compounds as well as dust, dirt, and mildew
- Tolerate and be comfortable with cleaning up of biohazards
- Be comfortable in a team environment relying on others to complete their assignment while the incumbent completes their own, including proper communication related to serving the needs of the customer and distribution of work among the team
- Use technology and software designated by the department- for accessing and utilizing email and other electronic communication, and including but not limited to, performing cleaning audits, closet inspections and accessing task sheets and work routes, generating and closing out work orders; accessing the University's online portal related to HR and employee self-service; performing online training as directed by the department and University

- Pass a physical examination. A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or identify the need for reasonable job accommodation.
- Possession of a valid Michigan driver's license is preferred