

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PART TIME – CUSTODIAN (Not to exceed 25 hours per week)  
PAY GRADE: C-1  
OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To keep college buildings and entranceways clean and sanitary.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Prefer completion of 8th grade or higher. Some training in use of commercial cleaning equipment.
2. Years of experience in field: One year of full-time work experience as a custodian or janitor of institutional buildings, or two years' general custodial/maintenance work. Flexible work schedule required.
3. Special skills or abilities related to position: Knowledge of the materials, methods and equipment typically used in janitorial work. Ability to understand and follow simple oral or written instructions. Ability to make minor repairs or adjustments to cleaning equipment. Able to demonstrate an ability to read, write and perform simple arithmetic that is job related. Sufficient vision to perform duties accurately.

Ability to communicate accurately with co-workers and supervisors. Ability to receive, comprehend, and follow oral instructions. Sufficient manual dexterity to handle small objects such as sponges or brushes. Ability to lift articles weighing up to 65 pounds. Ability to walk without aid, stoop, bend, crouch, stand for long periods, reach above head, and climb a ladder/stool and stairs. Ability to work both indoors and outdoors in all weather conditions. Ability to work with chemicals and cleaners and to follow safety guidelines.

ESSENTIAL JOB FUNCTIONS:

1. Scrub, mop, wax, and polish floors. Dust and polish furniture. Wash windows, woodwork, toilets, blinds, washrooms and fixtures.
2. Vacuum and clean rugs. Wash rags, bags, and shower curtains.
3. Empty wastebaskets, ash stands, outdoor trash containers. Take trash for disposal. Fill soap dispensers and clean water fountains.
4. Move office and institutional furniture and equipment from place to place as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Equipment operation.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- In or with moving vehicles and/or equipment.
- Grease or oils.
- Dust.
- Cleaning solutions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: APPLETON MUSEUM OF ART IN AN OFFICE DESIGNATED AT TIME OF VACANCY ANNOUNCEMENT

SUPERVISOR OF POSITION: DESIGNATED AT TIME OF HIRING/VACANCY ANNOUNCEMENT