INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Custodian I

LOCATION: Northwest Center – Fort Pierce

CLASSIFICATION: Part Time Support

SUPERVISORY: No

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Proven work experience and the ability to perform general cleaning tasks competently and efficiently;
- Proven knowledge in general cleaning with the ability to utilize various cleaning materials, equipment, and their functions;
- Proven ability to use vacuum cleaners, mops, and other cleaning devices and their associated products while promoting a safe work/learning environment;
- Valid Florida driver’s license;
- Ability to work well with co-workers, faculty, staff, student and community members/organizations in a professional manner.
- Preference shall be given to the following:
  - Associate’s degree.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Cleaning of classrooms, bathrooms, walls, all floors and windows as appropriate.
- Some minor facility maintenance and reporting of facility maintenance problems will be necessary as appropriate.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Cleaning and minor maintenance duties such as sweeping, cleaning of windows, mopping, vacuuming and the upkeep of restrooms, classrooms, offices, hallways and dining/lounge areas.
2. Floor maintenance, such as scrubbing, waxing, buffing, carpet cleaning.
3. Moving of furniture for special events is an integral part of the duties for this position.
4. All jobs vary slightly depending on the certain building being maintained.
5. In the absence of the Dean of Northwest Center, all Custodian employees will report to the Director of Physical Plant for duties and responsibilities.
6. Performing other duties and responsibilities as assigned.
PHYSICAL REQUIREMENTS:

Physical skills required include the ability to operate cleaning equipment. This position requires an ability to walk, bend, stand for extended periods of time, lift, reach up, stoop, use ladders and other equipment, and carry items occasionally in excess of fifty (50) pounds. The employee must be in good physical condition in order to do the type of work required. It also requires manual dexterity to operate standard office machines, such as, copier, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

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Applicant/Employee Printed Name  Applicant/Employee Signature  Date