

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Custodial Services Worker

I. JOB INFORMATION

Job Title: Custodial Services Worker (CSTD)

Job Class: 75055 FLSA Status: Non-Exempt

Bargaining Unit: TM

II. JOB SUMMARY

Under direct supervision, performs various cleaning functions in accordance with standard techniques and procedures.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Performs all general cleaning duties in assigned areas within established guidelines to provide a clean, sanitary environment. Cleans entranceways, restrooms, lobbies, lounge areas, dining areas, classrooms, labs, conference and meeting areas, office areas and stairwells. Duties include trash removal--both recycling and waste, dust mopping, sweeping and wet mopping floors; vacuuming and spot cleaning carpets; cleaning of glass, whiteboards and chalk boards; replenishes chalk, markers and erasers; spot cleans walls, fixtures and ledges; dusts and damp wipes.
- Performs daily cleaning and sanitizing of restrooms, to include trash removal, cleaning of toilets, urinals, sinks and fixtures, exposed plumbing pipes, door handles and kick plates, walls, partitions and mirrors. Replenishes restroom supplies.
- May be required to perform custodial duties to the immediate exterior of the entrance to assigned buildings.
- Uses chemicals and equipment consistent with established safety standards and practices.
- Maintains custodial closet, chemicals and equipment. Reports the need for equipment repairs.
- May be required to plunge obstructed toilets. Reports the inability to clear obstructions to appropriate personnel.
- Moves and replaces furniture as needed.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A minimum of one (1) year full-time work experience. Ability to read, understand, and follow work related instructions, including safety procedures and directions on mixing chemicals. Requires interpersonal skills with the ability to communicate effectively and interact with people of all ages and diverse backgrounds.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job,

an annual respirator fit test and physical examination will be required. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.