

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Facilities Management**

Most Recently Updated 03/15/99

Position Title: Student Custodian I  
Must work 10 hrs/wk.

#### **1 Grade Level: 1**

**2a Description:** The following are the essential duties for a Custodian I in the Housekeeping/Public Buildings office of the Facilities Management Department:

- A. Perform jobs as described in Housekeeping Manual, e.g., dusting, mopping, washing windows, etc.
- B. Note and report damage to walls, floors, windows, etc., to Student Monitor.
- C. Keep janitorial closet neat and clean at all times.
- D. Order janitorial supplies as needed.
- E. Work under the supervision of the Student Monitor.
- F. Performs other job-related duties as assigned.

**2b Description:** The following are *possible additional* duties for this position: None beyond those described as essential above.

#### **3 Learning Opportunities:**

- A. Develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B. Basic cleaning skills.
- C. Damage-noting and reporting ability.
- D. Supply-ordering.

#### **4 Basic Qualifications:**

- A. General: Promptness and dependability.
- B. Skill: None.
- C. Physical: Ability to perform all duties as described above.
- D. Academic: none.

#### **5 Desirable Qualifications:**

- A. Conscientiousness.
- B. Familiarity with industrial cleaning.

**6 Narrative Summary:** Student performed cleaning of public buildings, working under supervision; noted and reported physical damage to buildings; maintained cleaning closet clean and well supplied; ordered supplies.