

approved

STUDENT LABOR POSITION DESCRIPTION

Facilities Management

Most Recently Updated 03/15/99

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

1 Grade Level: 2

2a Description: The following are the essential duties for a Custodian II 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. Take over Monitor duties when Student Monitor absent.
- G. 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 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B. Basic cleaning skills.
- C. Damage-noting and reporting ability.
- D. Supply-ordering.
- E. Basic supervisory skills.

4 Basic Qualifications:

- A. General: One year prior experience as Custodian I.
- B. Skill: Ability to work independently; industrial housecleaning skills.
- 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. Student supervised less-experienced students during supervisor absence.