

JOB INFORMATION

Effective Date	6/29/2023
Job Code:	9908
Job Title:	Custodian
Salary Grade/Structure:	070 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	<p>The Custodian performs housekeeping services in the University of Houston-Clear Lake facilities, to maintain a high level of cleanliness, safety, and sanitation. Subject to appointment on the campus hurricane ride-out crew and weekend work.</p> <p>Work Schedule: Wednesday to Sunday 8:00 a.m. – 4:30 p.m.</p>

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED	Sufficient education to read, speak, write and understand English.	Required	
High School Diploma or GED	High School diploma or GED.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	One year of custodial experience.	Required	
Less than 3 yrs	One year of custodial experience in a university, hospital, or commercial environment.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Must possess the ability to safely use all assigned equipment.	Basic
• Willingness and ability to serve on emergency duty assignments as needed.	Basic
• Must have the physical ability and stamina to perform strenuous work and lift heavy objects.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Cleans, dusts, mops, and vacuums campus offices and suites, classrooms, shops, laboratories, etc.	20%
• Cleans restrooms, locker rooms, drinking fountains, glass mirrors, and replaces towels, toilet paper, and soap.	15%
• Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, clean doors.	10%
• Strips, waxes, buffs floors by hand and with standard 18" to 20" buffing machines and burnishers.	10%
• Operates vacuum cleaners, shampooers, buffers, window washers and similar equipment as needed. Uses germicides, soap, special cleaning compounds, polish etc., as required.	10%
• Empties waste baskets, disposes of trash, cleans and maintains custodial closets and equipment.	5%
• Cleans and polishes chrome, sink basins, dispenser machines, etc. Cleans chalkboards and chalk trays.	10%
• Cleans, moves, and stores equipment and supplies.	5%
• Reports needed repairs of equipment or buildings to the custodial supervisor by using the building maintenance repair check list.	5%
• Supports and follows the departments safety regulations and checks all doors to make sure everything is locked.	5%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description