

University of Houston – Clear Lake

Position Description

Job Title: **Custodian/Material Handler**

Job Code: **9909**

Pay Grade: **020**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Sufficient education to read and understand oral and written English.	High school diploma or GED.
Experience	One year custodial experience.	One or more years custodial experience in a university, hospital, or commercial environment.
License/Certification	Valid Texas Driver's License.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Performs custodial 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. Lifts and carries boxes of supplies up to 50 lbs. Operates a motorized pallet jack to maneuver dumpsters and stock items safely within the shipping/receiving area. Other related duties as assigned.

Work Schedule: Monday-Friday, 6am -2:30pm

Duties and responsibilities	% Time
Cleans, dusts, mops and vacuums campus offices and suites, classrooms, shops and laboratories, etc.	15
Strips, waxes, buffs floors by hand and with standard 18" TO 20" buffing machines and burnishers. Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, cleans doors.	15
Cleans restrooms, locker rooms, drinking fountains, glass mirrors and replaces paper towels, toilet paper and soap.	15
Operates vacuum cleaners, shampooers, buffers, window washers and similar equipment as needed. Uses germicides, soap, special cleaning compounds, polish etc., as required. Empties wastebaskets, smoking urns, ashtrays, etc. Disposes of trash, cleans and maintains custodial closets and equipment.	15
Cleans and polishes chrome, sink basins, dispense machines, etc. Cleans chalkboards and chalk trays. Cleans, moves and stores equipment and supplies. Breaks down inventory stock using utility knife and re-stacks to a manageable size for safe handling and operation.	15
Reports needed repairs of equipment or buildings to the custodial supervisor by using the building maintenance repair check list. Supports and follows the departments safety regulations.	15
Operates motorized pallet jack to move trash dumpsters for daily trash pick up and for palletized	10

inventory stock.	
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This position description describes the general qualifications, duties and responsibilities of work being performed.