

# University of Houston – Clear Lake

## Position Description

Job Title: **Custodian**

Job Code: **9908**

Pay Grade: **010**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Sufficient education to read and understand English.	High school diploma or GED.
Experience	One to two years custodial experience.	One to five years custodial experience in a university, hospital or commercial environment.
License/Certification		

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

### POSITION SUMMARY

**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. Other duties as assigned.**

Duties and responsibilities	% 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.	20
Strips, waxes, buffs floors by hand and with standard 18" to 20" buffing machine and burnisher. Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, clean doors.	20
Operates vacuum cleaners, shampooers, buffers, windows washers and similar equipment as needed. Uses germicides, soap, special cleaning compounds, polish, etc., as required. Cleans and polishes chrome, sink basins, dispenser machines, etc. Cleans chalkboards and chalk trays.	20
Empties wastebaskets, smoking urns, ashtrays, etc. disposes of trash, cleans and maintains custodial closets and equipment. Cleans, moves and stores equipment and supplies.	10
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. Check all doors to make sure everything is locked.	10

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