

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	9908
Job Title:	Custodian – Night Shift
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>Night Shift Work Schedule: Monday – Thursday: 5:00pm – 1:30am Friday: 2:00pm – 10:30pm</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		Preferred	

Work Experience

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

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

Knowledge, Skills and Abilities

KSAs	Proficiency
------	-------------

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%
• Strips, waxes, buffs floors by hand and with standard 18" to 20" buffing machines and burnishers.	10%
• Cleans restrooms, locker rooms, drinking fountains, glass mirrors, and replaces towels, toilet paper, and soap.	20%
• Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, clean doors.	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.	5%
• 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

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						

Physical Demands

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

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description