

# Nazarene Theological Seminary

## Position Description



### Job Title: Custodian

**Department:** Maintenance

**Classification:** Part-Time; Non-Exempt

**Pay Grade:** Entry Level II

**Reports to:** Director of Physical Plant

**Hours/Week:** 20 hours

**Prepared by:** Director of Physical Plant

**Approved by:** Dean of Administration

**Date revised:** August 31, 2015

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**POSITION SUMMARY:** The Custodian reports to the Director of the Physical Plant to provide house-keeping services to the facility.

### ESSENTIAL FUNCTIONS:

- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows; report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform upkeep and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Handle recycling materials.
- Create necessary work orders.
- Assist with inventory control and security.
- Safely operate all vehicles and other job related equipment.
- Perform related duties as required.

**SUPERVISORY RESPONSIBILITIES:** None

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- High-school diploma or equivalent required
- Custodial and janitorial experience preferred
- Higher education experience preferred

**LICENSES, CERTIFICATIONS, etc: None****KNOWLEDGE, SKILLS, and ABILITIES:**

- Ability to read, write, speak, understand, and remember English instructions
- Ability to write clear instructions
- Maintain professional and composed demeanor under stress
- Ability to keep information confidential
- Ability to evaluate and organize tasks
- Interpersonal skills and innovation
- Basic math skills and ability to calculate percentages
- Ability to handle multiple requests and duties at one time

**PHYSICAL DEMANDS:**

- Physical Activities: Standing up to 8 hours a day, sitting, walking, bending, lifting, carrying, reaching, keying, talking, crawling, stooping, kneeling, grasping, climbing; some use of power equipment and tools
- Lifting Requirements: Ability to lift up to 40 lbs
- Vision Requirements: Close visual acuity

**WORK ENVIRONMENT:**

- Environmental conditions: Inside and outside environmental conditions in all kinds of weather
- Noise levels: Quiet to Loud