Maintenance and Cleaning (60%)

A. Routine floor care-Dust, damp or wet mop floors, scrub with automatic floor scrubber, vacuum, sweep (manual or machine) and repair of floor finish. 1

B. Periodic floor care. Scrub with rotary machine, machine shampoo carpet, strip and refinish floors and seal wood and concrete floors. 1

C. Operate equipment to include but not limited to; snow equipment, sky jacks, lifts, ladders, dry or water vacuums and sweeper machine. Not Mapped

D. Remove trash and recycling and compost from common and private areas. 3

E. Clean wash bowls, toilets, urinals and showers. 1

F. Replenish bathroom supplies, towels, soap and toilet paper. 4

G. Clean mirrors, ledges, partitions and window sills. 1

H. Wash walls/ceilings. 1

I. Move chairs, tables and equipment as required by the cleaning job. 5

J. Clean and inspect equipment after use. Not Mapped

K. Replace fluorescent lights and incandescent bulbs. 1, 2

L. Dust, vacuum, wash and polish furniture and equipment. 1

M. Vacuum shelves, vents, radiators, stairs, etc. 1

N. Wash waste receptacles. 1

O. Clean door and partition glass. 1

Health, Safety and Security (35%)

P. Lock or unlock doors as scheduled or directed. Not Mapped

Q. Remove posters, papers and notices from prohibited areas. 1 or Not Mapped

R. Seasonal interior/exterior snow removal, salt application and removal, leaf removal and furniture. 2

S. Maintain integrity of issued keys and equipment. Not Mapped

Typical Responsibilities for Custodian

1. Maintains building interiors including floors, furniture, and carpeting in classrooms, clinics, dining halls, residence halls, and bathrooms. (40%)

2. Maintains building exterior by picking up papers and trash; removing ice and snow from walkways and parking lot; painting; maintaining the lawn and surrounding landscape; replacing light bulbs. (20%)

3. Removes trash by emptying trash containers; transporting materials to disposal area; re-cycling materials. (20%)

4. Stocks work area with cleaning supplies and materials. (10%)

5. Moves furniture, equipment or fixtures as required to complete cleaning assignments. (10%)
The following are the tasks from the current job description did not map to the new job description.
C. Operate equipment to include but not limited to; snow equipment, sky jacks, lifts, ladders, dry or water vacuums and sweeper machine
J. Clean and inspect equipment after use
P. Lock or unlock doors as scheduled or directed.
Q. Remove posters, papers and notices from prohibited areas
S. Maintain integrity of issued keys and equipment.

When reviewing your job description, you will need to consider what tasks your position is responsible for completing that are not represented in the job responsibilities. Remember, that you are reviewing the tasks of the position and not the tasks that are completed by the person currently in the position. Consider and discuss the following questions regarding the tasks that were not mapped.

1. Decide if the task statement is important enough to include on the new description. The task typically should take at least 10% of the total time to be included in the job description.

2. If the task statement is significant to a specific position, the manager and employee may add it by using the Additional Responsibility section in JD Expert. This allows for unique descriptions that reflect individual positions. What are some responsibilities you have that are unique to your position?

3. It may be possible to combine a few non-mapped task statements into a new responsibility. For example, if there are several statements about cleaning lobby area, cleaning lounge, and cleaning breakout rooms, they could be combined into one Additional Responsibility like “Maintains cleanliness of common areas”. Can any of the additional tasks above be grouped into one responsibility?

4. Just because a task is not specifically identified on a job description does not mean it doesn’t fall within the scope of a particular job. What are other ways that specific tasks may be communicated? (example: daily task list, etc.)