

# Custodial/Housekeeping Personnel Job Description

**Position Title:** Custodial/Housekeeping Personnel

**Department:** Business Office

**Immediate Supervisor's Title:** Maintenance Supervisor

**Positions Supervised:** None

**Term of Position:** 12 Months

## **Position Description: (primary functions)**

Performs various housekeeping duties to ensure that areas are clean within the college for the safety, health, and morale of students, employees, and visitors

## **Essential Duties and Responsibilities:**

Maintains high standard of cleanliness twice per shift or as assigned

- Dusts and damp mops all areas in assigned building to remove all visible soils
- Damp wipes all furnishings to remove all dust, visible soils, and stains
- Cleans restroom and removes all visible soils and stains
- Cleans and polishes all mirrors and stainless steelwork
- Replenishes all dispensable items such as paper towels, tissues, etc.
- Empties trash and washes the trash container, properly replacing the liner

Maintains the sanitary conditions of all restrooms in a timely and productive manner

- Pulls all trash and damp wipes trash container inside and out
- High dusts everything above shoulder height and mops all floors thoroughly
- Utilizes approved disinfectants in cleaning fixtures including pipes and faucets
- Removes mineral deposits that are visible on toilets and sinks by utilizing mild acid bowl cleaner
- Wipes fixtures, including pipes and faucets, using a damp cloth to ensure cleanliness
- Ensures that toilets are clean on both sides of the seat, beneath rim, and around hinges
- Damp wipes the cover of the light fixture over the sink, paper towel dispensers, and other wall mounted fixtures

Cleans all carpet, floors, and walls as needed or as assigned

- Cleans walls thoroughly using proper tools and chemicals to remove all dust, dirt, smudges, and streaks
- Vacuums carpeted floors to remove all dust, dirt, and debris
- Removes all dirty spots by spot cleaning
- Maintains all door mats
- Ensures that baseboards and corners are free of dust, dirt, and wax build-up
- Places wet floor caution signs in the work area
- Washes walls from bottom to top to remove all soils
- Removes excess water from walls and floors after cleaning
- Cleans and returns all equipment and supplies to the proper storage area

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Keeps storage closets neat and organized at all times

Takes initiative to help co-workers as needed when one's own job is complete

Works with other departments as assigned in a positive and cooperative manner

Performs other duties as assigned by the Maintenance Supervisor