



Job Description

JOB DETAILS

Job Title: Plant Custodian

ID: FM_Custodian

Date Completed: 03/26/2012

Department: Facilities Management

Title of Supervisor: Associate Director of Facilities
Management

JOB SUMMARY

Dormitory cleaning: All common areas in the dorm are routinely cleaned during the academic school year. These areas include bathrooms, lounges, kitchens, stairs, etc. More in depth cleaning is done during summer breaks including student bedrooms, more floor work and accommodating summer program guests. Some outside work is done at door entrances, loggia glass and shoveling snow.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Vacuuming Vacuuming	30%
Bathroom cleaning Bathroom cleaning	25%
Garbage removal Garbage removal	15%
Dusting Dusting	10%
Kitchen cleaning Kitchen cleaning	10%
Shoveling snow Shoveling snow	10%

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate

commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

	Yes	No
Does this job have supervisory responsibilities? (place an "x" in the appropriate box)		X

Place an "x" in the appropriate box	If yes, how many?
Student Staff	
Non-exempt	
Exempt	

If "Student Staff" - Approximately how many total hours of student staff?

LEADERSHIP:

Do Not Enter

SUPERVISION RECEIVED

Do Not Enter

General supervision:

routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

0%

EDUCATION

Degree/Diploma	Program of Study	Required/Preferred
High School Diploma		Required

Additional Educational Requirements

High School Diploma or general education degree (GED) is required.

EXPERIENCE

Do Not Enter:

Less than six months	0%
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COMPUTER OPERATIONS**Do Not Enter:**

Not applicable.

0%

CERTIFICATES, LICENSES, REGISTRATIONS**TRAVEL****Do Not Enter**

No travel required.

0%

ADDITIONAL INFORMATION OR QUALIFICATIONS

This job requires the ability to read labels on bottles, MSDS sheets and to be able to fill out work orders and other essential information.

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data	X		
Effective communication skills (written and verbal)	X		
Composing & comprehending communication materials (written and verbal)	X		
Establishing effective interpersonal relationships		X	
Adjusting to changes (work load, environment, department structure, etc.)	X		
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.	X		
Making decisions of moderate to substantial consequence		X	
Performing mathematical calculations	X		
Editing reports or technical materials			
Planning and organizing (work load, schedules, events, etc.)	X		
	Under 1/3	1/3 to 2/3	Over 2/3

Handle stressful, emotional and/or frustrating situations

Working with numerous distractions	X		
Working under a time pressure and within timelines/deadlines	X		
Coordinating work with others		X	
Handling multiple assignments and priorities	X		
Completing work in an accurate manner			X
Concentrating - maintaining attention to details and tasks	X		
Memory functions (remembering names, details and procedures)	X		

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X
Walk			X
Sit	X		
Ability to walk up or down stairs	X		
Use hands to finger, handle, or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch, or crawl	X		
Talk or hear	X		
Taste or smell			
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X
Up to 25 pounds			X
Up to 50 pounds	X		
Up to 100 pounds (with an assisted device)	X		
More than 100 pounds (with an assisted device)			

GENERAL PHYSICAL REQUIREMENTS

	Do Not Enter
Moderate physical activity performing somewhat strenuous daily activities.	0%

VISION REQUIREMENTS

	Do Not Enter
Close vision (clear vision at 20 inches or less)	0%

WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			
Extreme cold (non-weather)			
Extreme heat (non-weather)	X		
Outdoor weather conditions	X		
Work near moving mechanical parts		X	
Work in high, precarious places	X		
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	X		
Toxic or caustic chemicals	X		
Work with explosives			
Risk of electrical shock			
	Under 1/3	1/3 to 2/3	Over 2/3
Vibration (i.e. operating jackhammer, impact wrench)	X		
Risk of radiation			
Confined Spaces			

ENVIRONMENTAL CONDITIONS

	Do Not Enter
Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.	0%
Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)	0%

TYPICAL NOISE LEVEL

	Do Not Enter
Moderate noise (examples: business office with computers and printers, light traffic)	0%

ADDITIONAL INFORMATION

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform the essential functions of this position. I agree to comply with college policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work practices, sexual harassment, discrimination or other misconduct to my immediate supervisor or other designated college officials. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources immediately. As an employee, I will strive to uphold the

mission and core values of Grinnell College. I understand that my service to the institution contributes to the teaching and learning environment. I am aware that I act, in some ways, as a model and informal mentor to students and that my interactions with students, parents, prospective students, alumni, and the public in general reflects on the college.