

Plant Custodian

Job Description

Position Information

Date New Hire Needed

Position Title

Plant Custodian

Position Number

FACMUNIO10*6657

External Position Number

Department

Facilities Management

Reports to (Title)

Assoc. Dir. Fac. Mgmt. - Procurement/Operations/Custodial

Hiring Manager

Hiring Manager Phone Number

Seated Employee

Employee First Name

Alyssa

Employee Last Name

Armstrong

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

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. Also cleaning is done in educational and administrative buildings to include, bathrooms, break rooms, offices, stairs, etc.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. High school diploma or general education degree (GED)

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Less than six months

Preferred Qualifications

FLSA Category	Non-Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency situations)?	Yes
Position eligible to telework?	No
Position eligible for cell phone stipend?	No

Pay Grade

Number of Months to be Worked per Year 12

If other, please specify

Minimum Number of Hours to be Worked per Week 40

If other, please specify

Weekends?

Holidays?

On-Call?

Is this position currently included in the departmental budget?

Have the hours or work schedule changed since the last incumbent held it?

Describe any other changes to the position.

Has space been designated for this position?

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

General Responsibilities**General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (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

Does this job have supervisory responsibilities? No

If yes, then check all that are supervised by this position.

Supervise Student Staff No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

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.

Computer Operations

Please check one of the following Not applicable.

Travel

Please check one of the following No travel required.

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.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

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

- Essential or Marginal?	Marginal
Handle stressful, emotional and/or frustrating situations	Under 1/3
- Essential or Marginal?	Marginal
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	Under 1/3
- Essential or Marginal?	Marginal
Coordinating work with others	1/3 to 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Under 1/3
- Essential or Marginal?	Marginal
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	Under 1/3
Traverse/move locations	Over 2/3
Ascend or descend between floors	1/3 to 2/3
Reach with hands and arms	Over 2/3
Ascend or descend ladder	Under 1/3
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	1/3 to 2/3
Detect specific flavors or odors	Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

- Weight lifted or force exerted: up to 10 pounds (with or without assisted device)** Over 2/3
- Weight lifted or force exerted: up to 25 pounds (with or without assisted device)** Over 2/3
- Weight lifted or force exerted: up to 50 pounds (with or without assisted device)** Under 1/3
- Weight lifted or force exerted: up to 100 pounds (with or without assisted device)** Under 1/3
- Weight lifted or force exerted: more than 100 pounds (with or without assisted device)** None
- Please check one of the following** Moderate physical activity performing somewhat strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply.

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

- Wet or humid conditions (non-weather)** None
- Extreme cold (non-weather)** None
- Extreme heat (non-weather)** None
- Outdoor weather conditions** Under 1/3
- Work near moving mechanical parts** 1/3 to 2/3
- Work in high, precarious places** Under 1/3
- Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)** Under 1/3
- Toxic or caustic chemicals** Under 1/3
- Work with explosives** None
- Risk of electrical shock** None
- Vibration (i.e. operating jackhammer, impact wrench)** None
- Risk of radiation** None
- Confined Spaces** Under 1/3

Please check one or more of the following locations where this job would work

How much noise is typical for the work environment of this job? Check the appropriate level below.

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Budget Information

Budget Summary

Account Name	OMPL
Account Number	10505010161303
Percentage Funded	100

Class Title

Title Information

Classification Title	UPC
Classification Code	UPC
FLSA	Non-Exempt
Pay Grade	
Min Salary	
Mid Salary	
Max Salary	

Benefits

Benefits

Will this position be eligible for benefits?	Yes
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Employee

Seated User

Details

First Name Alyssa
Last Name Armstrong
Email

Supervisor

Supervisor Position Description

Job Title Assoc. Dir. Fac. Mgmt. - Procurement/Operations/Custodial
Position Number FACMADMN04*125
Org Unit Facilities Management
First Name Les
Last Name Ollinger
Email ollinger@grinnell.edu

Position Documents

No documents have been attached.