



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Custodian (Casual Position, No Benefits)

Department: Facilities Reports to title: Dir. Of Auxiliary Services/Facilities

Full Time: X Part Time: _____ Date Prepared: 9/17/2019

Position Grade: N/A Regular Daily Work Schedule: 6am to 2:30pm

Pay Type: Weekly X Monthly _____ Months Per Year: 12 Hours Per Week: 16

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Custodian supports the efforts of Custodial Services to maintain safe, clean, orderly, and sanitary conditions throughout the campus community.

The Custodian takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Work schedule: The position is designated as providing essential services and may be required to report to work, or remain on duty even when the College is closed. Our work is central to student life and their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times may be required. The work schedule may vary and corresponds to the College's operational needs, but generally is Saturday and Sunday.

2. Principal Duties and Responsibilities:

70% Custodial Services

Perform general custodial work required to maintain safe, clean, orderly, and sanitary conditions in buildings and their adjacent grounds in accordance with established work routines, cleaning methods and procedures. Conduct room inventories using a tablet.

15% Projects

Strip, screen, and refinish floors, extract carpets, wash walls, ceilings and glass, perform snow removal, support the campus-wide recycling program, as well as complete monthly work request forms, building inspections, and student damage reports.

10% Special Requests/General Maintenance

Perform general maintenance duties, move furniture or custodial equipment, and assist Special Services as

needed.

5% Perform other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Straight forward interactions with students, parents, faculty and staff. The Custodian may also interact with people outside the organization including Summer Program groups, vendors, and contractors providing, obtaining, and receiving information.

4. Education: (include certifications and licenses)

Required:

- A valid driver's license and successful credentialing is required in order to operate college vehicles.

Preferred:

- High School or Vocational Diploma, or equivalent
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5. Experience: (List specific skills necessary to perform this job)

Required:

- Basic math skills including adding and subtracting
- Basic computer skills
- Strong customer service, organizational, and time-management skills
- Demonstrated verbal and written communication skills including ability to follow written and verbal instructions
- Attention to detail
- An acceptable criminal offender records information (CORI) check
- Successful completion of pre-employment physical and lift test

Preferred:

- 6 months of cleaning experience
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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Frequent lifting, carrying, pushing, and pulling 30 lbs; occasional lifting, carrying, pushing, and pulling over 30 lbs and up to 50 lbs with assistance and occasionally on own. Moving large furniture with assistance. Repetitive motions including; arms, wrists, hands, fingers and knees. Visual – close concentration/manual dexterity. Frequent movement including reaching, bending, standing, walking, ascending/descending stairs and ladders. Outdoor elements including exposure to fluctuations in temperature and weather conditions. Hazardous materials including chemicals and biological. Other exposures include dust, odors, wet/slippery conditions, and blood borne pathogens.

7. Decision Making:

Performs assigned tasks; work is generally routine.

8. Supervision Exercised/Received:

Moderate supervision received. Position supervises up to 3 student workers.

Supervisory Responsibility: Yes _____ No X

Number of Employees Supervised: NA

