

GORDON COLLEGE

Position Description

Title: Custodian

Function: Under the supervision of the Custodial Service Manager, cleans and provides routine custodial maintenance in one or more assigned buildings to assure satisfactory physical appearance and cleanliness.

Description of Duties and Tasks:

Essential Responsibilities:

1. Cleans floors, halls, stairways, restrooms and fixtures, using standard chemicals, polishes, waxes and cleaners.
2. Identifies any conditions which could endanger or cause discomfort to building occupants; reports conditions to Supervisor for action.
3. Makes minor adjustments or repairs as necessary to assure building cleanliness and safety.
4. Cleans walls, ceilings, light fixtures, and other fixtures periodically as assigned.
5. Maintains proper levels of restroom supplies.
6. Follows safety rules; shows continuing concern for the safety of others.
7. Maintains the grounds about assigned buildings in clean, orderly and safe condition.
8. Provides additional custodial services as appropriate or necessary.

Additional Responsibilities:

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.
2. Committed to the wellbeing of fellow employees and students, shows genuine interest and takes initiative to demonstrate care and concern for one another.

3. Must have detailed knowledge of the buildings assigned.
4. Ability to maintain the building in clean and orderly fashion.
5. Skill in identifying conditions which could cause hazard or discomfort to building occupants.

Position Code: PLT-CUST-1

Grade: 1

FLSA Status: Non-exempt