

# Sam Houston State University Human Resources

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## Staff Classification Description – Custodian

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**Skill Category:** Service/Maintenance

**Position (Employee) Class:** 7N141 (N1); 7N143 (OC), 7N146 (NB)

**Grade:** 3

**Date:** 12/2016

**Department:** As assigned

**Educational & Experience Requirement:** Less than a high school diploma with the ability to read and write. Minimum of six months related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs custodial and routine maintenance duties, in various areas of the University.

**Supervision Given & Received:** Work is performed under general supervision of the Lead Custodian and Custodial Supervisor.

**Primary Responsibilities:** Buffs and polishes floors, cleans carpet, wet mops and dust mops. Cleans restroom, vacuums carpets and rugs, collects and removes trash and rubbish. Dusts, polishes furniture, strips, and refinishes floors and performs all cleaning and related duties. Assists in training new custodians. Performs other related duties as assigned.

**Other Specifications:** Standard industry tools and equipment such as vacuum, scrubber, floor polisher, and shampooer. May assist in training of new custodians within the assigned area. Accuracy in following written and oral instructions. May be exposed to outside weather and fifty percent exposure to one or more elements such as dust, dirt, fumes, and chemicals. Ability to maintain a good working relationship with other University employees and students.

Uniforms and identification badges are provided by the University according to departmental policy.

Requires alertness and attention to duties to avoid mistakes and injury.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**