

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Custodial Assistant

**DEPARTMENT:** Facilities Services

**DATE:** July 29, 2016

**SCHEDULE:** Flexible days and hours

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:**  
Assistant Director of Physical Plant - Custodial

## **JOB FUNCTION:**

Supports the Physical Plant as a general custodial assistant/helper. Uses college-provided vehicle and equipment to assist custodial personnel as required. Assisting in furniture, equipment, and/or materials moving and arranging. Assisting in special large scale set-up, teardown, and clean-up situations such as before, during and following basketball games, graduation ceremonies, and residence hall clean-up and preparations between uses, as well as other occasional special needs as directed by the custodial supervisor.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1. 30%	As Needed	Assist custodial personnel with set-up and teardown for major events.
2. 30%	As Needed	Assist custodial personnel with cleaning classrooms, offices, and general use areas on campus .
3. 10%	As Needed	Assist custodial personnel with window washing equipment, washes windows.
4. 10%	As Needed	Assist custodial personnel with trash removal.
5. 10%	As Needed	Assist custodial personnel with moving equipment and furniture.
6. 5%	Occasionally	Assist with snow removal.
7. 5%	Occasionally	Miscellaneous shop clean-up work.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to be punctual, dependable, and a self starter.
2. Ability to accept responsibility for the security of equipment, supplies, and keys.
3. Must possess a legal driver's license.

4. Ability to learn how to use and operate various power and hand equipment.
5. Ability to courteously use radio.
6. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
7. Must have a completed FAFSA on file with the Financial Aid Department for the current academic year.

***WORK CONDITIONS:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to high places. The employee is frequently exposed to toxic or caustic cleaning chemicals. The noise level in the work environment is usually moderate.

***PHYSICAL DEMANDS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.