

Extension Custodian

Major Job Responsibilities

Daily Custodial Duties
35%

Serving as a general manager of facilities. Respond to any need of the building, i.e., ensuring all restrooms are clean, maintained and stocked. Ensure all kitchens are clean, maintained and stocked. Wash dishes and sinks as well as maintain clean countertops. Ensure all meeting rooms and hallways are clean. Vacuum inside mats, sweep outside mats. Empty and remove all garbage from all waste receptacles throughout the building. Gather and empty all recyclables from throughout the building. These areas must consistently maintain a high level of cleanliness for food preparation and health department inspections. Other duties as assigned.

Competencies/skills: Ability to sweep, mop, vacuum, dust and perform other cleaning duties. Ability to maintain a clean work environment. Ability to lift up to 50 lbs. Ability to identify areas needing attention and perform needed task. Ability to travel to locations outside office. Knowledge of cleaning products and their usage.

Occasional Custodial Duties
25%

Weekly Duties: Vacuum all carpeted areas. Empty shredders. Wash and dust all tables, desks, windowsills, etc. in office areas, library, meeting rooms, and work rooms. Clean doors/door handles/door kick plates as well as glass on outside entry and interior doors, along with all interior windows. Check and arrange order of cleaning supplies with staff assistant. Sweep and dust storage areas. Take recyclables to recycling center. Empty exterior garbage receptacles. Maintain tile floors by mopping. Monthly Duties: Dust interior decorations, ceiling, cabinets, bookcases, etc. Clean stovetops, ovens as well as clean out and under refrigerator. Clean ice machine and change filters. Report needed repairs to staff assistant. As Needed Duties: Spot treat carpets. Wash walls, do simple repairs/paint touch ups, hang photos and other wall mounted items. Assist with moving furniture and items in all buildings as requested. Change light bulbs and clean fixture covers. transport program materials to designated area. Other duties as assigned.

Competencies/skills: Ability to sweep, mop, vacuum, wax/buff floors and perform other cleaning duties. Ability to lift up to 50 lbs. Ability to identify areas needing attention and perform needed task. Ability to travel to locations outside office. Ability to change filters, and maintain current knowledge of cleaning equipment usage and operation. Ability to climb ladder as well as basic painting and carpentry skills.

Facility Maintenance Duties
25 %

Landscape Care: Maintain mowing, weeding, trim shrubs and bushes, as well as blowing leaves. Maintain exterior of building. Maintain sidewalks during fall (leaves) and winter (snow). Building Set-up:

Review and communicate with appropriate meeting contact for meeting information: timeline, set-up, and any request for technical or additional assistance. Set up and take down meeting rooms (tables, chairs and any program resources) as well as hallways in an appropriate arrangement for scheduled events. Prearrange work schedule to accommodate personal on-site assistance for conference and meeting. Technology: Set up monitor, computer, lighting, projector and sound when meetings need technology resources as well as move technology to storage when not needed. Other: Perform routine maintenance, contact outside service and repair when necessary. Other duties as assigned.

Professionalism and Customer
Service
10%

Competencies/skills: Attentive to the exterior of the building as well as the interior. Identify issues which need addressing in a timely fashion. Ability to lift up to 50 pounds such as multiple tables and chairs. Knowledge of current building maintenance requirements. Identify areas which will need outside help. Available to work off site when necessary. Ability to use landscaping equipment. Ability to set up and manage requested AV resources for meetings and conferences. Ability to manage sound and light system. Be courteous and promptly handle staff request. Dress appropriately for work according to the guidelines established in the "A Guide to Attire for Extension Employees" document. Be prompt to work and when returning to work. Maintain a positive attitude towards work responsibilities with co-workers and staff. Reliable and honors commitments. Attend applicable trainings and adapt to new technologies as required. Maintain a clean work environment. Keeps non-work related activities to a minimum. Punctual in reporting to work and maintaining regular work hours, even when required to come in after hours. Other duties as assigned.

Professional Standards, Customer
Service and Organizational
Improvement
5%

Competencies/skills: Exhibits a positive attitude. Cooperative with staff and clientele. Maintain proper schedule of activities related to the needs and priorities of the office. Dependable and professional. Accomplish task with minimal supervision. Good communication skills. Ability to learn new skills. Consistently live out the commitment to the Martin-Gatton College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.

Competencies/skills: Leadership management skills.