JOB DESCRIPTION
Custodian

Definition of Class
Incumbent to this position is responsible for performing duties associated the cleaning and maintenance of University buildings or The Inn. Incumbent cleans buildings/guest rooms and assists in transferring various items between departments and throughout the University.

Examples of Work Performed
Cleans and services assigned areas in University buildings/guest rooms and maintains sufficient stock and supplies for the proper performance of these duties.

Sweeps, mops, and vacuums in assigned area as needed.
Cleans rest rooms, offices and replenishes supplies.
Picks up trash, empties garbage containers and removes all trash to area for disposal.
Sanitizes all trash containers as necessary to meet Health Department requirements.
Cleans and polishes brass, silver, glass, and drinking fountains. Operates polishing machine, carpet machine and vacuum cleaner.
Cleans guest rooms and monitors for wear and tear. Reports any damage or repairs needed.
Presses and launders linens for various events.
Aids in transferring various items between departments and throughout the University.
Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Cleans, services, and stocks supplies.
2. Transfers various items between departments and throughout the University.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements:
These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.
Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; and walk. The incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or control; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Ability to read, write, and understand basic instructions.

AND

Licensure:
A valid driver’s license may be required depending on the department.

Background Check Requirements
This position may require a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/08/2015

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