

## TABOR COLLEGE JOB DESCRIPTION

<b>Position Title:</b> Custodial Specialist – Campus Wide	<b>Date:</b> 7/1/2022
<b>Immediate Supervisor:</b> Jason Schroeder	<b>Supervisor's Title:</b> Facilities Coordinator/Custodial Manager
<b>Months Employed/Year:</b> 12	<b>Hours/Week:</b> 40 (classified non-exempt)

**1. Major Function:**

Daily cleaning of public areas, offices, and classrooms. Stocking supplies and general trash pickup
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**2. Specific Duties:**

Daily cleaning of bathrooms, offices, classrooms, hallways, lobbies and any other areas determined by the supervisor.
Be responsive to immediate and/or emergency cleaning needs that arise on campus as determined by the supervisor
During the normal course of the day keep aware of random cleaning needs
Responsible for stocking of custodial supplies in janitorial closets
Be available for certain scheduled events that need a custodian on site for the event
Assist with event set up and take downs for events. i.e. graduation, homecoming, etc
If applicable, be part of an on-call rotation for off hours and weekends
Be aware of Tabor College in respect to our mission, vision, and values
Maintain a professional appearance, attitude, and manner of communication

**3. Formal Preparation/Experience Required:**

Preferred minimum 2 years experience in maintenance/custodial work

**4. Work Relationships:**

Key Work Relationships	Purpose of the Relationship
Facilities Coordinator/Custodial Manager	Receive direct supervision
Director of Facilities and Operations	Receive support, leadership and strategic input. Receive direct supervision when needed.
Facilities Team	Establish working relationships with all full and part time facilities employees and work together to establish excellence across all areas of our facilities

**5. Supervisory Responsibility:** In addition to work direction, does this position have responsibility for selection of personnel, appraisal of performance, and such actions as salary increases, promotions, reassignment of employees, or terminations?  
 Yes No x

If yes, please describe the supervisory responsibilities?

Persons Being Supervised	Purpose of the supervision

**6. Physical Demands of this position:**

Stand
Walk
Sit
Lift up to 100 lbs

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7. **Roles, Budget Codes, Time Percentages,:**

<b>Role</b>	<b>Budget Code</b>	<b>Percentage</b>	<b>Length of Service</b>
Custodial Specialist		100%	12 months

8. **Approval:**

<b>Job Description Submitted by: Terry Ens</b>	<b>Date: 7/1/2022</b>
<b>Job Description Approved by:</b>	<b>Date:</b>