

Job Title: OPS Custodian

Compensation: \$15.00 - \$15.00

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 1

Position Summary:

Incumbents clean College facilities and set up/tear down furniture and related items for events. Responsibilities may include cleaning floors, windows, and furniture; emptying trash and recycling; cleaning restrooms; re-stocking paper supplies; and moving furniture.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

6 months experience.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Basic cleaning techniques;
- Applicable equipment and tools;
- Applicable cleaning chemicals;
- Computers and related software applications.

Skills:

- Cleaning and sanitizing facilities and equipment;
- Handling and applying applicable cleaning chemicals;
- Using applicable tools and equipment;
- Monitoring and replenishing inventory;

- Preparing records and logs;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Performs a variety of custodial maintenance duties including; replenishing paper supplies, towels, and soap; dusting; mopping, sweeping, and vacuuming floors; emptying trash; and/or performing related activities.	Daily 50%
2.	Performs a variety of custodial sanitizing duties which includes: cleaning and disinfecting floors, windows, sinks, counters, shower areas, toilets, water fountains and other fixtures and performing related activities.	Daily 40%
3.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Weekly 5%
4.	Prepares and maintains logs and records.	Daily 5%

These duties are a representative sample; position assignments may vary.

**Potential
Frequency**

5. Performs other duties of a similar nature or level.

As Required

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.