



JOB INFORMATION

Job Code:	180343
Job Title:	Custodian Entry
FLSA Status:	Non-Exempt
Supervisory:	Trains employees on specific skills and tasks as required.
Job Family:	Custodial
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs standard custodial procedures as required. Determines need to repair and/or replace equipment and supplies. Participates in the Custodial Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate level tasks and demonstrates proficiency as outlined in the Custodial Pay for Skills section, independently or as part of a team, as assigned by the supervisor. Trains custodians and other employees on specific skills and tasks as required.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Less than high school	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	
	X	1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		0-6 months of custodial experience.
X		Basic knowledge of general cleaning. Minimal familiarity with cleaning supplies and equipment.
X		Familiar with standard safety practices and equipment and other requirements for workplace safety.
X		Ability to work independently.
X		Ability to speak and understand English.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	1 year recent custodial experience.

Pay for Skills

For use with specific Facilities positions only.

Will be introduced to the Pay for Knowledge Skills Program and work on Level I, Blocks A, B & C
 Perform basic care and use of custodial cleaning equipment
 Stocking, maintaining and cleaning the custodial closet
 Handling cleaning chemicals property
 Perform safety techniques on the job
 Perform basic techniques for floor care
 Perform basic restroom maintaining and cleaning
 Glass cleaning
 Trash container maintenance
 Basic waste handling
 Wall spot cleaning and high dusting

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Cleans and services restrooms.				
Performs general cleaning and related housekeeping service functions.				
Ensures that custodial standards are met.				
Maintains safe and secure areas.				
Maintains cleaning closets and orders supplies as needed.				
Reports maintenance problems to supervisor.				
Reports malfunctioning equipment to supervisor.				
Assists in the pick-up and delivery of campus supplies, equipment and furniture.				
Performs floor care duties as needed.				
Trains other custodians, or other employees on specific skills and tasks as required.				
Replaces light bulbs.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.