



JOB INFORMATION

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|--------------------------|------------------------------------------------------------|
| <i>Job Code:</i> | 180351 |
| <i>Job Title:</i> | Custodian Level II |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | Trains employees on specific skills and tasks as required. |
| <i>Job Family:</i> | Custodial |
| <i>Job Family Group:</i> | Facilities Management and Construction |
| <i>Management Level:</i> | 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

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-----------------------|-----------------------|
| 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

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 1 year | |
| | X | 2 years | |

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

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|---------------------------------------------------------------------------------------------------|
| X | | Basic knowledge of general cleaning. |
| X | | Minimal familiarity with cleaning supplies and equipment. |
| X | | Knowledge of 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 | | Demonstrated self-starter. |

Pay for Skills

For use with specific Facilities positions only.

Block A: Specialized floor care; stripping and refinishing floors

Block B: Specialized carpet care; knowledge of carpet types and fibers; PL Factor; extraction carpet cleaning

Block C: Specialized cleaning techniques for medical laboratories and medical patient clinics

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.