



JOB INFORMATION

<i>Job Code:</i>	143315
<i>Job Title:</i>	Custodian III (Union Only)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Custodial (Union)
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs standard custodial procedures and repair functions in department through the work order system. May assist in training of new and temporary staff in the proper use of cleaning equipment.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	
	X	High school or equivalent	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of custodial trade.
X		Knowledge of all cleaning standards and methods, materials, and equipment.
X		Knowledge of and compliance with the operation of all mechanical cleaning equipment.
X		Knowledge of and compliance with basic plumbing, electrical, carpentry, and painting work.
X		Proven customer service experience.
X		Ability to speak and write in English.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to lift a minimum of 30 lbs.

Licenses

Req	Pref	License(s)
X		Valid current California driver's license required.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs standard custodial procedures. Ensures that custodial standards are met. Maintains cleanliness of assigned facilities.				
Provides customer service to faculty, staff, students, and guests. Meets customer needs, offers options, resolves problems, and follows up with customers. Maintains friendly, helpful demeanor.				
Performs basic plumbing, carpentry, electrical, and painting maintenance and repair procedures.				
Assists supervisor in prioritizing work orders.				
Assists in the training of new custodians and temporary staff in the proper use of cleaning equipment.				
Maintains perpetual inventories of custodial and maintenance supplies by direction of the supervisor.				
Identifies and communicates emergency situations to the manager.				
Maintains safe and secure areas and reports unsafe conditions to manager.				
Complies with all university policies and procedures and with all applicable local, state, and federal laws and regulations.				

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.

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.