



Job Description

Job Title: Custodian

JTC: TI9

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for maintaining company facilities, including washrooms, meeting rooms offices and cleans carpet and flooring, furniture, walls, toilets, etc., to provide safe and healthy workplace.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of standard cleaning procedures. Experience using cleaning equipment such as vacuum cleaners, floor buffers and cleaning compounds. Knowledge of methods, equipment and cleaning solutions for cleaning and disinfecting restroom materials, furniture and fixtures.

Identifies problems, involves others in seeking solutions when uncertain. Skills to identify problems and take action to fix or complete work order to fix the problems. Skills and experience to operate and maintain various cleaning machines.

Ability to establish and maintain cooperative relations with others. Ability to work in a team-fostered environment. Ability to follow oral and written instructions and keep records. Ability to know and understand terms and conditions of third-party contractors.

Able to understand and carry out work orders. Ability to manage prioritizing of assigned tasks. Good organizational skills. Skills to recognize safety hazards in the work environment to prevent injury to self and building occupants. Knowledge of storing and using hazardous materials and apply precautions when handling hazardous materials and liquids.

Ability to incorporate all new ideas that conform with safety, health and protection of the community best practices. Good communication skills in writing and verbally to interact with several organizations, students and staff. Demonstrated experience providing quality customer service.

PHYSICAL REQUIREMENTS

Requires the ability to lift and carry moderately heavy equipment weighing up to 50 pounds. Causes fatigue due to sustained activity for long periods of time. Work is performed in a child development center, exposure to communicable diseases, subject to noise from children and equipment operation.



MINIMUM KNOWLEDGE AND EXPERIENCE

High School graduate and one (1) year of custodial experience. Must have valid driver's license for use of campus trucks on and off site. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides custodial services to ensure an appealing first impression of facility to ensure a clean and safe environment for staff, visitors and occupants of assigned site. Assists the Facilities Supervisor with the planning and coordination of inventory supply, recycle program and waste management program, following district policies and procedures.

Cleans assigned facilities and grounds as assigned. Provides assistance before and after events, providing the organizers set up and tear down of furniture and fixtures and ensures all safety measures are taken.

Maintains good relationships between departments and staff to comply with complaints and requests. Provides assistance to Custodians (contractor) who do not speak English to understand given directives, rules and policies of the district. Attend weekly meetings regarding the custodial duties and projects of the location.

Applies due diligence of recycle programs to assure achievement of KPI goals. Provides support and hands on assistance to accomplish projects such as the work order system request program and recycle program. Oversee the pickup and selling of recyclables at the Garland and LeCroy campus.

Apply and incorporate new ideas or processes and adhere to the districts safety policies. Interpret work orders, emails, and verbal orders to help with third party contractors. Must have strong listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.