Florida Agricultural and Mechanical University

UNIVERSITY SUPPORT PERSONNEL SYSTEM

POSITION DESCRIPTION

1. Division: STUDENT AFFAIRS

2. Transaction Type:  
   - [X] Update
   - [ ] Establishment
   - [ ] Reclassification
   - [ ] Transfer

3. Position Number: 20082

4. School/College: FLORIDA A&M UNIVERSITY

5. Department Number: 0450-021-62

6. Budget Entity: AUX

7. Effective Date: (Personnel Use Only)

8. Department: HOUSING

9. FTE: 1.0

10. Pay Plan:

11. On-Call:

12. Lead Worker:

13. Subsection:

14. Class Code: 6526

15. City

16. County: LEON

17. Class Title:

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

% of Time

ESSENTIAL JOB FUNCTIONS

60% Sweeps, dust mops, and wet mops hard floors. Strips, applies floor finish, and buffs hard floors using a floor buffing machine. Cleans carpeted floors using a vacuum cleaner, carpet machine, extractor, or wet-dry pick-up machine. Dusts and cleans vertical and horizontal surfaces such as walls, doors, desks, chairs, ledges, sills, furniture, equipment, etc. Cleans and sanitizes rest rooms and/or shower facilities. Replenishes supplies of tissue, paper towels, and hand soap in dispensing units. Collects recycling materials. Empties waste receptacles and removes trash and other debris from buildings.

20% Maintains the central supply closets in a clean and orderly manner. May assist the supervisor with issuance of custodial supplies and equipment. Oversees work assignments to ensure that safe work practices are being followed in the absence of a supervisor. Ensures that custodial workers are on the job, buildings are secure at the beginning and the end of each shift and buildings are cleaned according to prescribed standards by making daily inspections.

10% Communicates regularly with Custodial Workers to ensure that they receive new and revised departmental and/or University rules, regulations memoranda, policies, procedures, and leave slips in a timely manner.

3% Prepares material reports forms for janitorial equipment and supplies through the Custodial Services Superintendent and/or a designee.

3% Ensures that all safety requirements are being met (i.e. the mixing of chemicals, the use of safety devices, etc.)

MARGINAL JOB FUNCTIONS

2% Assists in developing job performances standards for use in performance appraisals.

2% Assists in the orientation of new employees assigned to buildings under direct supervision.

Performs other related housekeeping duties as required.
Position Number: **20082**

19. **Subordinates**: List class codes, official class titles, and position numbers for each position that reports directly to this position.

   N/A

20. **Supervisor’s Position Number**: **20006**  
    **Class Code**: **6529**  
    **Class Title**: Senior Custodial Supervisor

21. **Working Hours**: a) Daily from **7:00 A.M.** to **4:00 P.M.**  
    b) Total hours per week **40**

   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

   Required to work two (2) hours every other Saturday and Sunday. Weekend hours could vary depending on workload.

22. **Knowledge, Skills, and Abilities**: List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   1. Knowledge of cleaning procedures and techniques
   2. Knowledge of supervisory principles and practices
   3. Ability to conduct training.
   4. Ability to supervise people.
   5. Ability to conduct inspections and buildings for cleanliness, sanitation, and repair needs.
   6. Ability to distribute and monitor the use of supplies and materials.
   7. Ability to maintain accurate records.
   8. Ability to determine work priorities, assigns work, and ensures proper completion of work assignment.
   9. Ability to communicate effectively, verbally and in writing.
   10. Ability to establish and maintain effective working relationship with others.

23. **Required Licenses/Certifications/Other Specific Requirements of Law**: Please review statements below check all that apply.

   X This position requires police background check and/or fingerprinting, Florida Statutes.
   □ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   □ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   □ This position requires licensure, certification or other special requirements described below.

24. **Signatures**: I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Name of Incumbent (Print)                  Signature                  Date

   Name of Immediate Supervisor (Print)       Signature                  Date

   Name of Reviewing Authority (Print)        Signature                  Date
   (Vice President, Dean, Director, Department Head or other administrative officer)

25. **University Personnel Relations Office Review**:

   Director, University Personnel Relations                  Date