

**NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**JOB DESCRIPTION**

<b>TITLE:</b>	<b>Full Time Custodian</b> Flexible Hours
<b>DIVISION:</b>	College Operations and Finance
<b>SUPERVISOR:</b>	Evening Custodian/Supervisor, Director of Physical Facilities
<b>BASIC FUNCTION:</b>	The Evening Custodian will maintain cleanliness of buildings and equipment in all respects.
<b>QUALIFICATIONS:</b>	Required – High school diploma or equivalent. Basic computer skills.  Preferred – Graduate of building, grounds, and maintenance or equivalent program and more than two years of work experience. Bilingual in English and Spanish languages.

**DESIRED QUALITIES AND CHARACTERISTICS:**

1. Experience working in custodial field or floor maintenance.
2. Knowledge of floor care, terrazzo, tile and carpet, and floor care equipment.
3. Knowledge of maintenance and custodial equipment.
4. Skilled in operation of floor machines, buffers, extractor, wet vac, and auto scrubber.
5. Able to understand and follow written and verbal instructions.
6. Able to communicate and get along with co-workers
7. Able to work alone without supervision.

**DUTIES/RESPONSIBILITIES:**

Duties include, but are not limited to, the following –

1. Sweeping, mopping, vacuuming, dusting, and emptying trash and butt containers.
2. Stripping, scrubbing, rinsing, and refinishing and buffing floors.
3. Extracting and cleaning carpet.
4. Removing spots in carpet and on hard floors.
5. Cleaning entrance mats.
6. Washing windows, walls, ceilings, and light fixtures.
7. Cleaning chalkboards, marker boards, and erasers.
8. Cleaning and disinfecting restroom fixtures, hardware, tile, mirrors, partitions, floors, etc.
9. Replacing restroom supplies as necessary.
10. Setting up tables and chairs for classes, meetings, and other events.
11. Loading and unloading supplies and equipment.
12. Knowing location and proper use of fire equipment.
13. Being responsible for the security of buildings and contents.
14. Checking that all students and other employees are out, lights are off, and windows and doors are locked and the building is secure before leaving.

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**DUTIES/RESPONSIBILITIES (continued):**

15. Opening the buildings for classes when assigned.
16. Performing security checks on weekends and holidays as assigned.
17. Cleaning all tools, equipment, and supplies after each use and storing them in their proper place.
18. Removing snow as needed.
  
19. Spreading ice melt on sidewalks as directed.
20. Following instructions for proper use of cleaning supplies.
21. Taking down and folding the flags.
22. Signing out supplies taken from maintenance supply.
23. Handling minor equipment repairs.
24. Accurately recording worked time on timesheets.
25. Turning on or off the heating/cooling equipment when assigned.
26. Putting away school vehicles in the evenings when assigned.
27. Training part-time or student custodial employees.
28. Keeping the Evening Custodian/Supervisor and/or Director of Physical Facilities informed of incidents requiring action and/or repair.
29. Recommending to the Evening Custodial Supervisor and/or the Director of Physical Facilities more efficient or effective ways to complete tasks.
30. Serving on college committees as assigned.
31. All facilities team members are:
  - a. expected to work cooperatively and promote the success of all team members;
  - b. expected to communicate with each other so each team member is optimally efficient on each shift;
  - c. to confront unavoidable conflict with other team members courteously with a focus on a solution to the conflict; and
  - d. required to talk out problems with the party involved in a professional courteous manner  
and only as a last resort ask the supervisor to get involved.
31. Any other duties as assigned by the Evening Custodian/Supervisor or the Director of Physical Facilities.

**The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

**GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:**

PHYSICAL ACTIVITY

N = Not Applicable

O = Occasional (10-33%)

C = Constant (67-100%)

S = Seldom (1-9%)

F = Frequent (34-66%)

- F Stopping: Bending body downward and forward by bending spine at the waist.
- F Kneeling: Bending legs at knee to come to a rest on knee and hands.
- F Crouching: Bending body downward and forward by bending leg and spine.
- F Crawling: Moving about on hands and knees or hands and feet.
- F Reaching: Extending hand(s) and arm(s) in any direction.
- F Standing: Particularly for sustained periods of time.
- O Sitting: Particularly for sustained periods of time.
- C Walking: Moving about on foot to accomplish task, particularly for longer distances.
- F Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- F Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- O Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 pounds.)
- C Grasping: Applying pressure to an object with the fingers and palm.
- F Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C Hearing: Perceiving the nature of sounds.
- O Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (6 feet.)
- C Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- C Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- N Visual Acuity: View computer and/or close visual work less than 18" of distance.
- N Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Specify if own transportation is needed or transportation is provided by NCC.)

ENVIRONMENTAL CONDITIONS

Subject to vibration – oscillating movements of the extremities or whole body, such as a buffer.  
Subject to hazards such as moving mechanical parts and electrical current.  
Exposure to blood or body fluids.  
Exposure to hazardous chemicals.  
Subject to atmospheric conditions that may affect the respiratory system or the skin – fumes, odors, dusts, mists, gases, or poor ventilation.  
Able to work inside and outside.  
Work with mechanical parts and electrical current.

PHYSICAL REQUIREMENTS TO PERFORM THE JOB

Able to exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly.  
Able to use arm and leg controls requiring exertion of forces greater than that for workers who sit most of the time.

VISUAL ACUITY REQUIREMENTS

Able to distinguish accuracy and neatness of work.

ACTIVITIES ESSENTIAL TO PERFORM THE JOB

Able to climb a step ladder to a height of six feet.  
Able to stoop, kneel, crouch, reach, stand, walk, lift, grasp, talk, hear.  
Knowledge of proper procedures for cleaning carpets and hard floors.

Reviewed 12-6-16

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**WAGE/SALARY RANGE:** \$11.50 per hour - \$13.00 per hour, based on experience (\$1.00 per hour shift differential for hours worked between 6:00 p.m. and 6:00 a.m.)

**APPLICATION CLOSING DATE:** Applications accepted until the position is filled.

**ANTICIPATED EMPLOYMENT DATE:** As soon as possible.

**APPLICATION PROCESS:** If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. **Do not** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. **When indicated, copies of all academic transcripts must be included.**

You may complete the job application online at [www.nwicc.edu](http://www.nwicc.edu) by clicking on Alumni & Community and then NCC Job Postings.

**SELECTION PROCESS:** Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

**FOR INFORMATION CONTACT:** Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: [rcarlson@nwicc.edu](mailto:rcarlson@nwicc.edu) .

*It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).*

*If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*