

**RANGE N01**

**JTC NO. TI9  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Custodian  
**DATE PREPARED:** Spring 2014  
**DATE REVISED:** Spring 2015; Fall 2016

**GENERAL SUMMARY:**

Performs routine manual work cleaning assigned location, college buildings, furnishings, and equipment.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Sweeps, mops and vacuums floors and carpets.

Polishes furniture and removes rubbish and waste.

Cleans washbowls, drinking fountains and chalkboards.

Clean and sanitize restrooms/bathrooms using established practices and procedures.

Follow appropriate instructions regarding the use of chemicals and supplies. Use as directed.

Performs related work as required.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Educational development which has produced the ability to read, write and apply common sense to carry out oral and/or written instructions.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued**

- Ability to communicate effectively and courteously with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Valid driver's license required.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*