



**Position Title:** Maintenance Janitor/Custodian  
**Reports To:** Maintenance Supervisor and Campus Deans  
**Classification:** Non - Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**Major Responsibilities:** Perform janitorial/custodian duties and a variety of routine maintenance work. Ensure the safety and security of all building facilities.

***Specific Duties and Responsibilities:***

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Maintains the cleanliness and care of building facilities inside and out, including the parking and green areas.
4. Responsible for the neatness, cleanliness and orderliness of the school building facilities in general, and makes rounds to inspect walls, floors, elevators, stairs, classrooms, etc. on a continuous basis.
5. Ensures the proper functioning of bathrooms, lighting, air conditioning and elevators.
6. Maintains and repairs a variety of routine maintenance work in plumbing, electrical, mechanical or related work.
7. Sets up and takes down equipment such as tables, chairs, etc. needed for meetings, classrooms, conferences and events in general.
8. Use and maintain power equipment and hand tools such as vacuum, broom, mop, pressure cleaner, ladders, etc. for the cleaning and general maintenance of floors, walls, carpets, furniture, outside walkways and green areas.
9. Responsible for proper functioning of security alarms.
10. Maintains paint, fixtures and furniture throughout the building.
11. Oversees the competency of the company that cleans the school at night and makes observations and recommendations on their work when appropriate.
12. Ensures the safety of the building especially in the evenings by monitoring students entering and/or leaving the university, making sure the classrooms are empty as well as the building.
13. Support and participate in University Commencement Ceremonies.
14. Participate in the self-studies and committees conducted by the University.
15. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you wish to apply for this position, please click on the hyperlink below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=12061&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=12061&lang=en_US)