

Cancer Center Custodian

Job Code: 3698

Salary Grade: S04

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Position Information: Performs routine cleaning in offices, residence halls, and public access areas.

Essential Duties:

1. Cleans, sweeps, and dusts furniture and equipment.
2. Collects and disposes of wastepaper and refuse.
3. Mops, sweeps, waxes and polishes floors.
4. Maintains and sanitizes lavatories and rest rooms. Restocks paper products in rest room and lavatories.
5. Locks and unlocks offices, classrooms, and conference areas in order to clean.
6. Vacuums carpeted areas where applicable.
7. Rearranges furniture to original positions in lounges and common areas.
8. May shovel snow from doorways and sidewalks.
9. Performs various duties as needed in order to successfully fulfill the function of the position.

Minimum Qualifications

Education:

None.

Experience:

None.

Certifications or Licenses:

None.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to accurately read and understand written materials and instructions
- Customer Service
- Ability to safely and accurately use assorted chemicals and cleaning appliances

Working Conditions

Must be able to work on feet for prolonged periods of time.

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