The Custodian shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position will report to the Physical Plant Manager, the Director of Plant Operations, or as designated by the President.

**Description:**
The Custodian plays an essential role of cleaning and maintaining the facilities to support a healthy learning environment and pride within our communities. This is a full-time, 12-month, hourly position and is covered by the Public Education Employee Retirement System of Missouri (PEERS).

**Required Qualifications:**
1. High school diploma or equivalent;
2. Valid Missouri driver’s license, with the ability to obtain a commercial driver’s license if requested;
3. Ability to lift a minimum of 50 pounds.

**Preferred Qualifications:**
Education and/or experience beyond minimum requirements.

**Principle Duties and Responsibilities:**

1. Maintain cleanliness of the building and its contents to include scrubbing and waxing floors;
2. Set up classrooms or other areas of the facility for seminars, banquets, workshops, and other functions;
3. Keep sidewalks and landings clear of ice and snow in inclement weather;
4. Keep windows clean inside and outside;
5. Make deliveries of packages, postal articles, copy paper and other items as requested to appropriate departments in the college;
6. Make trips to designated businesses to pick up items for college use;
7. Open buildings and rooms as directed;
8. Change light bulbs as needed;
9. Pick up trash from grounds and empty trash receptacles as needed;
10. Activate and deactivate security alarms, water shut-offs, and electrical breakers as required;
11. Perform other duties as assigned by the site Director, Physical Plant Manager or Director of Plant Operations.