

Custodial Technician, Wichita Falls: Duties and Responsibilities:

The Custodial Technician is responsible to the Custodial Supervisor and Director of Facilities. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific Duties Include:

1. Clean and sanitize classrooms, offices, hallways, conference rooms, restrooms, laboratories, and other campus facilities.
2. Sweep, mop, vacuum, scrub, strip, wax, and polish floors using appropriate equipment and cleaning products.
3. Dust and clean furniture, fixtures, windows, doors, and other surfaces.
4. Empty trash and recycling containers and dispose of waste in accordance with College procedures.
5. Clean and disinfect restrooms; replenish soap, paper towels, toilet tissue, and other restroom supplies.
6. Report maintenance needs, safety hazards, equipment malfunctions, and facility damage to the appropriate department.
7. Set up and break down tables, chairs, and equipment for meetings, classes, and special events.
8. Operate custodial equipment such as floor scrubbers, buffers, carpet extractors, and vacuum cleaners.
9. Maintain custodial closets and storage areas in a clean and organized manner.
10. Safely handle, store, and dispose of cleaning chemicals according to OSHA regulations and manufacturer guidelines.
11. Assist with emergency cleanup resulting from spills, weather events, or other incidents.
12. Participate in seasonal deep cleaning projects and campus beautification efforts.
13. Follow established safety procedures, College policies, and departmental standards.
14. Frequently stand, walk, bend, stoop, kneel, reach, lift and climb a 6 foot ladder.
15. Ability to work independently with minimal supervision.
16. Lift and carry up to 25 pounds on a regular basis.
17. To maintain the cleanliness of all entrance and exits to buildings and to water grounds as necessary.
18. To assist in removing snow from walkways, entrances, and exits during winter months.
19. Provide courteous and professional customer service to students, employees, and visitors.
20. To assume special responsibilities on assignment by the Custodial Supervisor and the Director of Facilities.