

## POSITION DESCRIPTION

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**TITLE:** Caretaker I - (Non-Exempt)

### **Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

Caretaker I is a skilled position in housekeeping and minor maintenance trades. Employees require general supervision from Assistant Supervisor of Housekeeping, Housekeeping Supervisor and any other designated high level Physical Plant personnel. Employees in the position will be required to do heavy lifting such as furniture and other equipment. Employees also will be required to do simple maintenance work such as changing light bulbs, clearing drains and any other duties as required, including assistance in grounds if needed. Occasional weekend work will also be required. Employees must be dependable and punctual.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Strips and waxes floors.
- Cleans glass, including washing of windows.
- Vacuums carpets.
- Cleans bathrooms.
- Buffs floors.
- Cleans globes and changes light bulbs.
- Cleans steps and outside entrances to buildings (including snow).
- Moves furniture.
- Assists in setups for various college functions.
- Operates vehicles and other related equipment, such as polishers, buffers, strippers, vacuums, plungers and drain snakes.
- Performs landscaping work if needed.

**SPECIAL KNOWLEDGE AND SKILLS:**

- Ability to follow oral and written instructions.
- Ability to use and care for equipment.
- Skill in operating cleaning equipment.
- Skill in proper cleaning procedures.

**MINIMUM QUALIFICATIONS:**

- Education: Completion of eighth grade.
- Experience: Two years experience in the field of cleaning or housekeeping. Additional experience may be substituted on a year to year basis for up to two years of education. Completion of a certified vocational or technical school can be used for one year of qualifying experience.
- Must possess a valid Maryland driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.