



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**DEPARTMENT OF FACILITIES MANAGEMENT**

**CUSTODIAN**

**JOB SUMMARY**

The **Custodian** plays an important role in maintaining buildings, classrooms, hallways, offices and other areas; supports a learning environment that promotes health, attitude and pride of students; works during regular, morning or evening hours; and abides by procedures and safety measures. Participates in team activities in the Department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder reports to the Director of Facilities Management, fulfils a forty-hour work week, and works on a shift system.

**DUTIES AND RESPONSIBILITIES**

- Cleans floors, corridors, walls, classrooms, desks, chairs, offices, meeting rooms and other assigned areas.
- Cleans windows, glass partitions, and mirrors.
- Sanitizes rest rooms, mirrors, sinks, showers, toilets, and replenishes dispensers.
- Cleans signs, fire extinguishers, railings, and ledges.
- Gathers and empties trash.
- Uses cleaning agents and chemicals according to established safety procedures.
- Mixes water and detergents or chemicals in containers to prepare cleaning solutions, according to specifications.
- Moves and sets up furniture and equipment.
- Strips, seals, finishes, and polishes floors.
- Cleans and polishes furniture and fixtures.
- Cleans and shampoos carpets.
- Operates tools, machinery and other equipment to perform cleaning operations.
- Maintains inventory of tools and equipment on site; and delivers tools to storeroom at end of work day.

- Cleans up all equipment and tools and inspects job for completeness.
- Corrects unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Works in other areas of the Facilities Management Department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
- Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facilities Management Department.
- Participates in team activities.
- Contributes to maintenance of the university's strategic pillars.
- Performs other assigned duties commensurate with the position.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- School leaving certificate.
- One (1) year of experience in a similar position.
- Experience working in a school setting will be an asset.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Basic literacy and numeracy skills.
- Knowledge of various cleaning chemicals, supplies and techniques for cleaning.
- Familiarity with Material Safety Data Sheets (MSDS).
- Ability to work effectively in an environment with frequent interruptions, and concentrate and produce accurate work while responding to interruptions and changing priorities.
- Ability to transform an untidy area into a welcoming and refreshing space.
- Physically able to reach, stretch, bend, and walk during daily routine, with ability to stand for long lengths of time; physically able to push vacuum cleaner for extended periods of time and use other equipment; ability to lift up to 25 to 30 pounds.
- Ability to work independently and use own initiative.
- Ability to communicate effectively with co-workers, students, faculty, and staff both verbally and in writing.
- Ability to function as an effective team member.

## **OTHER REQUIREMENTS**

- Critical thinking
- Attention to details
- Highly organized
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual and ethical values of the University

***Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:***

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY *of the* SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

**Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)**

Applications should be received no later than **September 23, 2022**.

***The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.***