

Essential Functions Analysis

Name: _____ **Department:** University Housing **Employee ID number:** _____
Job Title: Building Services Worker I
Completed By: Lee Motsinger **Job Title:** HR Manager **Day Phone:** 706-542-8299

	Essential Function or Other Job Duty	% Time	Physical Aspects	Mental Aspects	Methods, Techniques, Procedures	Equipment, Tools, Materials	Working Conditions	Supervision
1.	Clean glass, sinks, showers, tile walls, mirrors and windows in community style bathrooms.	30	<p>Push the custodian cart to the area to be cleaned, applying chemicals by spraying from a 32 oz. bottle or filling and pumping up a 3 gal. pump sprayer. Agitate the chemical either using a brush or a cloth in a side-by-side or wiping motion with the cloth or an up and down motion with a brush, depending on the surface to be cleaned. For shower cleaning, chemical is agitated using a handheld brush or a brush on a 3 to 5 ft. pole, requiring several pounds of pressure. To rinse, connect spray attachment in diverter located above showerhead or use garden hose with sprayer (cold water only), rinse residue completely.</p> <p>Regular kneeling or squatting for several minutes to clean corners/edges, and walls is required.</p>	See above.	Scrubbing and wiping.	Custodian cart containing various brushes, cloths, various cleaning chemicals and rinse spray attachment for diverter.	<p>A 10-story residence hall, built in 1968, designed to house approximately 1,000 residents. Elevators are available for movement between floors.</p> <p>Building is climate controlled, however the elevator lobby can become hotter in the afternoon (80-85°F). Primary tasks in the afternoon are in the bathrooms after condensation from morning showers is reduced.</p> <p>Employees are provided rubber boots and/or gloves to use at their discretion.</p> <p>Bulk of work is performed on a single floor housing roughly 110 students. Occasional work in an office environment combining cubical arrangement with private offices. Additional work may be conducted outside of the building along sidewalks, loading and unloading area.</p>	General supervision by a Custodial Services Supervisor. Occasional oversight resulting in some change of priority of duty assignments in a given day.

2.	Clean and disinfects commodes in community style bathrooms.	20	Push the custodian cart to the area to be cleaned, applying chemicals by spraying from a 32 oz. bottle or filling and pumping up a 3 gal. pump sprayer. Stooping, squatting or kneeling, agitating the chemical in the bowl and up under rim using a brush in circular motion, at times, using a pumice stone to remove hard water buildup. For other commode surfaces, chemical is sprayed as above, agitated by the cloth, and allowed to air dry.	See above.	Scrubbing and wiping.	Custodian cart containing various brushes, cloths and various cleaning chemicals.	See above.	See above.
3.	Vacuum, sweep and clean carpets and walk-off mats.	5	Utilizing a 10-pound backpack vacuum by lifting from ground level to upper torso and using multiple straps securing the vacuum to the hips. Vacuuming for approximately, an hour a day utilizing a back and forth motion including the continual moving of an extension cord. Moving walkoff mats weighing approximately 10 pounds, cleaning the uncovered area and replacing the mat, then vacuuming the mat now in place. At times utilizing a full size broom to sweep various areas.	Evaluate existing cleanliness of work element. Determine appropriate tools and technique to clean item(s) to acceptable standard.	Vacuuming and sweeping.	Pro Team Super Coach backpack vacuum cleaner and extension cord. Full sized broom.	See above.	See above.
4.	Mop, sweep, clean, strip, wax and buff hard floors, baseboards and stairwells.	10	Assembling tools as needed for tasks. Filling a mop bucket with water, weight estimated to be 30-40 lbs., moving it from floor level, lifting it approximately 6 inches, and placing on cleaning cart. Pushing custodial cart to assigned location. Mopping and/or sweeping with either a back and forth motion (sweeping) or figure eight (mopping). After use, moving bucket	See above.	Mopping, sweeping, floor preparation and refinishing.	16 oz. string mop, mop bucket, maid's cart, full size broom or dust mop, slow speed scrubber, wet/dry vacuum, cleaning chemicals, floor finish remover (stripper) and floor finish (wax).	See above.	See above.

			<p>from cart level, lifting it approximately 12 inches and placing on sink to empty.</p> <p>For floor refinishing, assemble and transport equipment and tools to assigned area. Apply floor finish remover, agitate using slow speed scrubber with a back and forth motion. Scrubber has intense vibration and needs at least a 25 # pressure to hold in place. Use the wet/dry vacuum to remove the resulting residue. Floor will then require mopping before floor finish can be applied. Apply floor finish using a mop in a back and forth motion.</p>					
5.	Clean furniture, light fixtures, walls, water fountains, fans, air vents, doors, kitchen appliances, ceilings and trash chute doors.	5	<p>Push the custodian cart to the area to be cleaned, Depending on the item to be cleaned;</p> <p>Apply chemicals by spraying from a 32 oz. bottle, agitate the chemical using either a brush or a cloth in either a side-by-side wiping motion with the cloth or an up and down motion with a brush. Using a duster, reaching above the head holding the duster and in a side-by-side motion remove dust from overhead item.</p>	See above.	Scrubbing, dusting and wiping.	Custodian cart containing various brushes, dusters, cloths and various cleaning chemicals.	See above.	See above.

6.	Collects and removes trash and debris, change liners and cleans trash containers in office and common areas.	5	Push the custodian cart to the area to be cleaned, review each trash receptacle in assigned area, lift can liner (approximate weight of office can liner to be up to 5lbs.) into receptacle and place it in either custodian cart or larger liner or bag. Transport liners of trash to larger receptacle for removal from building. Weight of larger can liners may reach 40 lbs and involve lifting from one transport to another. If trash receptacle is in need of cleaning, apply cleaning chemicals by spraying from a 32 oz. bottle. Agitate the chemical using either a brush or a cloth in either a side-by-side wiping motion with the cloth.	Determine if waste receptacle (s) has trash to be removed and/or if receptacle needs to be cleaned.	Lifting and carrying.	Custodian cart containing various brushes, clothes and various cleaning chemicals. Plastic can liners of various sizes depending on the size of the receptacle(s). Trash truck to transport multiple trash bags.	See above.	See above.
7.	Operates and uses various types of cleaning equipment, tools and products.	5	Changes in priority necessitate a combination of work as listed above that do not fit into any single category.	Evaluate existing cleanliness of work element. Determine appropriate tools and technique to clean item(s) to acceptable standard.	Miscellaneous activities as listed above.	Miscellaneous pieces of equipment as listed above.	See above.	See above.
8.	Receives and delivers misc. supplies and goods to and from various buildings.	2	Driving a vehicle (typically a full sized pick up truck) to a central location. Bending and lifting up to 40 lbs. of miscellaneous supplies and placing them into the bed of the vehicle. Transporting supplies to assigned building. Unloading above referenced supplies from vehicle and placing onto either a handtruck or small wheeled cart and transporting them within	Operating a motor vehicle, determining quantities of supplies from written documentation. Verifying counts.	Driving, lifting and carrying.	Automotive transport, wheeled handtruck, wheeled cart or pallet jack.	See above.	See above.

			the assigned building to the proper storage area.					
9.	Replenishes custodial supplies.	3	Beginning where item 8 ends, transporting supplies to appropriate supply storage area, lift supplies from cart on to appropriate storage shelf.	Carrying out instruction regarding quantities and location.	Lifting and carrying.	Wheeled handtruck, wheeled cart.	See above.	See above.
10.	Performs summer project work assignments.	5	Transport tools to student room. Replicating actions discussed in items 2, 3, 5 and 6 in empty student room as necessary based on the condition of the room. This also includes the removal of mattresses from building to truck	Evaluate existing cleanliness of work element. Determine appropriate tools and technique to clean item(s) to acceptable standard.	Scrubbing and wiping.	Custodian cart containing various brushes, dusters, cloths and various cleaning chemicals. 16 oz. string mop, mop bucket, full size broom or dust mop, Slow speed scrubber, wet/dry vacuum, cleaning chemicals, floor finish remover (stripper) and floor finish (wax).	See above.	See above.
11.	Reports damage to structures and equipment.	2	During course of daily tasks and activities, notify supervision of any mechanical or structural deficiency.	Evaluate existing conditions to determine if a deficiency is present.	Communication with appropriate supervisor.	Pen or pencil and paper if necessary.	See above.	See above.
12.	Participates in departmental training activities.	2	Attendance in training activities.	Be attentive to training materials and utilize lessons into work.	Active participation.	N/A	See above.	See above.

13.	Follows UGA and Housing policies and procedures.	2	Conduct oneself in a manner keeping with University standards and expectations.	Conduct oneself in a manner keeping with University standards and expectations.	Conduct oneself in a manner keeping with University standards and expectations.	N/A	See above.	See above.
14.	Participates in the Department's quality efforts and quality training; takes part in team meetings and team activities.	2	Attendance in meetings and team activities.	Be attentive to and respond appropriately to material presentation.	Active participation.	N/A	See above.	See above.
15.	Performs work as required based on duties with the purpose of the position.	2	See above.	See above.	See above.	See above.	See above.	See above.