

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent:** Open Position

**CCE Classification Job Title:** Association Temporary Maintenance

**Working Title (if different):** Association Custodian

**Reason:** New Position Revision

**Date Written/Revised:** 04-24-2018

**Position #:** TBD

**FTE:** 37.5% (15 hrs/wk)

**FLSA:** Exempt Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Frank Marzano, Association Finance Manager

**Position(s) Supervised / Direct Reports:** *(The following positions report directly to this incumbent. Please use classification titles.)* This position has no supervisory responsibilities/direct reports).

**Volunteer Supervision:** Yes No *(If the answer is Yes, please indicate number of volunteers supervised.)*

**POSITION SUMMARY:**

*Explain the purpose for the position and summarize the responsibilities.*

This position will serve as the Custodian for Cornell Cooperative Extension Association of Jefferson County and will be responsible the general cleaning and upkeep of the main office facility located at 203 North Hamilton Street, Watertown, maintaining the safe physical operation of the facility. This position will perform all duties outlined in this position description, as well as all duties outlined in the Custodial Schedule, which indicates daily, weekly and monthly duties to be accomplished (subject to change based on needs of the Association). This position may also perform additional duties as assigned at both the Hamilton Street facility as well as 4-H Camp Wabasso, a residential summer camp owned and operated by Cornell Cooperative Extension Association of Jefferson County. These additional duties will be based on Association needs and will be reviewed in detail (including project parameters and timelines) prior to project assignments. This position will represent Cornell Cooperative Extension to the general public, community leaders and government officials in a professional manner.

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

- High School Diploma or equivalent.
- Six (6) months volunteer or work related experience.
- Valid NYS Driver's License and the ability to meet the travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Demonstrated knowledge of general maintenance such as but not limited to: carpet maintenance, stripping and waxing of floors, painting, snow removal from stairs and common walkways, etc.
- Demonstrated ability to set priorities and arrange own workload.
- Demonstrated initiative, reliability, and dependability.
- Demonstrated ability to meet the demands of assigned tasks.
- Demonstrated ability to work in a variety of settings, including outdoors.
- Demonstrated ability to communicate effectively to co-workers, volunteers, and community leaders.

**SUBJECT MATTER/BACKGROUND:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture and Food Systems   | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention                 | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other          |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input checked="" type="checkbox"/> Facility    |   |

*Reviewed and Approved – 04-24-2018 – tls*

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

<b>Custodial Responsibilities</b>	<b>95%</b>
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- Post work schedule in designated area at least seven (7) days in advance.
- Perform all tasks as outlined in the Custodial Schedule (subject to change based on the needs of the Association).
- Provide custodial service in assigned areas.
- Clean conference rooms daily.
- Sweep, wet mop, and vacuum floors on a daily basis.
- Strip, and wax floors on a regular basis.
- Remove trash and recyclable materials.
- Clean restroom facilities; supply with sufficient paper products.
- Wash walls, windows, and sills on a regular basis.
- Change lightbulbs and air filters on a regular basis.
- Sweep/shovel snow from stair/walks to building entrances; keep entrances clean from debris.
- Maintain storage areas in the basement by: removing trash, sweeping floor, assisting Receptionist with furniture inventory, and communicating need for basement clean-up/organization to Supervisor.
- Assist with maintenance of Association vehicles, including: cleaning vehicles monthly and supporting maintenance and inspection appointments as directed.
- Light facilities enhancement such as painting, moving office furniture, light carpentry, etc. as directed.

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
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- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Be aware of, and adhere to, established Cornell Cooperative Extension Association of Jefferson County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.

**Equal Opportunity Employment**  
**Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,**  
**Protected Veterans, and Individuals with Disabilities.**

*Reviewed and Approved – 04-24-2018 – tls*

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**SCOPE OF IMPACT OF THE POSITION:**

Limited - immediate group/program

**INTERACTION WITHIN ASSOCIATION:**

Receive/provide information

**INTERACTION WITH VOLUNTEERS:**

None to limited

**INTERACTION OUTSIDE ASSOCIATION:**

Limited

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

None - No responsibility for others

**COMPLEXITY OF WORK:**

Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

**LEVEL OF DECISION-MAKING ACTIVITY:**

Low - Within program/functional area

**SUPERVISION RECEIVED:**

Moderate - Very general direction

**SUPPORT SKILLS-WRITING**

Limited writing required

**SUPPORT SKILLS-COMPUTER**

Limited - Uses basic communication and time-collection tools

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL REQUIREMENTS\*:**

Typically lifts 20 to 50 lbs

**VISUAL:**

Normal concentration

**HAZARDS:**

Limited exposure

\* Check applicable level after considering reasonable accommodations

**OPTIONAL:**

**SIGNATURES**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE



## Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>Support the association to maintain a safe working environment.</li><li>Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.</li><li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li></ul>
<b>Job Skills</b>	<ul style="list-style-type: none"><li>Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.</li><li>Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.</li><li>Understands, interprets and applies regulations, policies and contracts to deliver effective results.</li><li>Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.</li></ul>
<b>Inclusiveness</b>	<ul style="list-style-type: none"><li>Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.</li><li>Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.</li><li>Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.</li><li>Actively supports work/life integration in the workplace.</li><li>Recruits, hires and engages high performing diverse employees.</li></ul>
<b>Adaptability</b>	<ul style="list-style-type: none"><li>Anticipates and adapts to changing priorities and additional demands.</li><li>Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.</li><li>Embraces, promotes and implements change.</li><li>Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>Is self-aware; seeks and acts upon performance feedback.</li><li>Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.</li><li>Works to continuously learn and improve.</li><li>Applies learning to evolving assignments.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>Expresses thoughts clearly, both orally and in writing.</li><li>Demonstrates effective listening skills; seeks to understand and be understood.</li><li>Asks questions and shares knowledge and information to help others clearly understand processes and desired results.</li><li>Gives, receives and acts upon helpful and timely feedback.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.</li><li>Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.</li><li>Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.</li><li>Has a positive attitude and understands how behaviors impact others.</li></ul>
<b>Service-Minded</b>	<ul style="list-style-type: none"><li>Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.</li><li>Supports ideas, solutions and changes to processes to ensure high quality outcomes.</li><li>Reaches out in a timely and responsive manner to resolve problems and conflicts.</li><li>Negotiates well, finding and orchestrating win-win solutions.</li></ul>
<b>Stewardship</b>	<ul style="list-style-type: none"><li>Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.</li><li>Demonstrates high standards of personal conduct and owns the consequences of one's own actions.</li><li>Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.</li><li>Shows commitment to unit and Association goals and delivers results.</li></ul>
<b>Innovation</b>	<ul style="list-style-type: none"><li>Looks for advancements in products, processes, services, technologies or ideas.</li><li>Identifies opportunities in challenges and shows initiative to make changes.</li><li>Demonstrates innovative, creative and informed risk taking.</li><li>Shows foresight and imagination to see possibilities, opportunities and trends.</li></ul>