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| **Job Title:** Summer Custodial Support | **FLSA Classification:** ☐Exempt * Nonexempt
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| **Reports to:** Custodial Supervisor  | **Location:**  |
| **Department:** Admission | **Division:** |
| **Employment Category:**Full-Time * Part-Time
 | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

These seasonal, non-benefits eligible positions are expected to begin on May 12, 2021 and last less than 120 days. Successful candidates will clean and care for university buildings and premises as well as move equipment, furniture and setup for classes or special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Cleaning of university buildings to include emptying waste containers, cleaning restroom facilities, dusting furniture, walls and ducts, light fixtures, vents, mopping floors, stripping and waxing floors, vacuuming and extracting carpets, dusting and washing windows.
* Complete special housekeeping projects, moving furniture, linens, and support special event preparation.
* Promptly identify and report minor maintenance problems to supervision.
* Re-supply custodial closets and restrooms regularly.
* Perform other related duties as required.

**QUALIFICATIONS**

* Must demonstrate the ability to speak English at a level necessary to communicate with coworkers, staff, faculty, and students.
* Must demonstrate the ability to read English at a level necessary to understand safety information contained on MSDS, and cleaning methods used in the normal course and scope of the job.
* Related experience plus the ability to operate the floor machines required.
* Must be able to lift and carry up to 50 pounds, climb stairs and ladders to 20 feet and work off a platform lift or scaffold.
* Ability to comply with workplace guidelines and attendance requirements (i.e. emergency cell phone use only).
* Provide verifiable local references.

Offers made will be conditional to appropriate background screening, including a criminal record check

**WORKING CONDITIONS**

 Assigned custodial vacuum cleaners, mop and bucket, brooms, squeegee, floor machines

 such as buffer, automatic scrubber, carpet extractor and small tools for repair

 **SCHEDULE**: Work schedules are primarily from (7:30 am - 4:00 pm) - Monday - Friday, however regular schedules may be altered to meet the needs of the university

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

 **SUPERVISION RECEIVED**: Supervised by Custodial Supervisor

**SUPERVISORY RESPONSIBILITIES**

 **SUPERVISION EXERCISED**: General supervision over student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |