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

**PRIMARY PURPOSE OF POSITION**

Clean and care for university buildings and premises. Move equipment, furniture and set up for classes or special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Cleaning of university buildings to include emptying waste containers; cleaning restroom facilities; vacuuming and extracting carpet; mopping, stripping and waxing floors; dusting and washing windows.
* Transport waste and recycling from assigned buildings to a central collection.
* Relocate furnishings and equipment and support special events preparation.
* Promptly identify and report minor maintenance problems to the Physical Plant office.
* Other:
* Re-supply custodial closets and restrooms regularly.
* Perform other related duties as required.

**QUALIFICATIONS**

Minimum of one-year custodial experience. High-school graduate or GED preferred. Related experience plus the ability to operate floor machines required. Must be able to carry objects (up to 50 pounds) climb stairs and ladders up to 20 feet, and work off a platform lift or scaffold.

Must be able to verbally communicate in English at a level to effectively communicate with coworkers, staff, and faculty. Must also be able to read English at a level necessary to understand safety information contained in MSDS's as well as training materials for products, equipment and cleaning methods. Ability to comply with safety policies, workplace guidelines and attendance requirements. Must have a valid Texas driver's license and be insurable by university carrier.

Successful completion of an employment and/or criminal history background check required.

Verifiable local references.

**WORKING CONDITIONS**

**SCHEDULE**: Days of the week: **Saturday – Wednesday**. Scheduled hours are typically 10:30am – 7:00pm or 6:00am – 2:30pm. However, applicants must be flexible as regular schedules may be altered to meet the needs of the university.

**Equipment Operated**

Assigned custodial vehicles, vacuum cleaner, mop and bucket, brooms, squeegee, floor machines such as buffer, automatic scrubber and carpet extractor, and small tools for repairs.

**PHYSICAL REQUIREMENTS**

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

* Physically able to lift various materials up to 50 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: none

**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* |