

Position Summary

The college is seeking a team-oriented professional who will perform custodial work for the facilities. The position will include providing basic building interior and exterior improvement activities, assisting with building/campus activity set up, identifying specific building custodial needs, processing work orders, establishing usage schedule, and completing work list priorities. As a Custodian you will be working closely with the Lead Custodian and the Director of Maintenance to be pro-active in meeting facility needs while providing excellent customer service. The Lead Custodian and Director of Maintenance may assign other duties for the successful operation of the campus.

Primary Responsibilities

1. Provide light building maintenance as assigned like change light bulbs and clean light fixtures as well as change ceiling tiles.
2. Assist with basic building interior and exterior improvement activities.
3. Assist building/campus activity set up.
4. Provide services for the campus buildings as assigned
5. Performs the duties necessary to promote and preserve the general cleanliness of the campus facilities which include but not limited to: clean chalkboards/whiteboards and chalk trays; clean and vacuums carpets; sweeps, mops floors, stairwells, etc.; dusts rooms, offices, etc.; cleans restrooms; removes snow, etc.; mops, strips & waxes and buffs floors in food services. Empties and clean trash containers inside and outside.
6. Assists in the performance of whatever tasks are necessary in the maintenance of the ground during inclement weather.
7. Make certain buildings are covered during times building will be vacant due to employees taking vacation time, sick time and/or personal time.
8. Other responsibilities necessary to the successful operation of the campus.
9. Takes periodic inventory counts of spare parts, equipment, paper goods and cleaning supplies.
10. Requires maintenance of the grounds during inclement weather conditions.
11. Work may be required when the college is closed, on weekends, holidays as well as occasional mandatory overtime as needed to accomplish maintenance department goals, projects and/or deadlines.

Working Conditions/Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Custodian position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but only after full disclosure by the applicant.

1. Position requires availability for “call-outs” for building emergencies and/or special events. Reliable transportation will be required.

2. Position requires you to maintain your building assignment.
3. Position generally requires light work with occasional lifting of fifty pounds or more, carrying supplies, equipment. The job requires the ability to stand for extended periods of time; walking, constant movement.
4. The job requires constant hand grasp; frequent standing, walking and repetitive leg and arm movements, bending, reaching forward and overhead; squatting and kneeling; twist, climb and crawl.
5. Work is generally performed in an indoor or outdoor setting in all kinds of weather.

Position Information

Custodian is a Full-time, 32 hours per week, 12-month position with benefits.

General Qualifications

1. Ability to mop, sweep, run a floor buffer, empty trash, wash windows, vacuum carpets, shovel snow, and other cleaning responsibilities as assigned.
2. Consistently strive to maintain a safe and operational facility.
3. Clarity of thought and expression.
4. Time management, computer and organizational skills.
5. Team Player, dedicated and hard worker.
6. Demonstrated hands-on familiarity with custodial functions and equipment.
7. Demonstrated understanding quality of campus work environment.
8. Serve the College and its customers in a professional and congenial manner.

Other Qualifications

Qualifications for this position will include experience related to the scope of work. The ideal candidate will possess excellent custodial skills and be able to interact with staff and the public in a professional manner. Valid driver's license and ability to drive is required. Custodial person must espouse a collaborative work ethic and a philosophy of higher education that is compatible with the mission of a comprehensive community college.

Specific Qualifications

1. High school diploma or equivalent required.
2. Expanded self-starting attitude.
3. Ability to work well with others and accept supervision.
4. Ability to lift a minimum of fifty pounds.
5. Ability to perform assigned work tasks on a ladder.
6. An educational philosophy in alignment with a small, rural comprehensive community college.