

WESTMONT COLLEGE

CUSTODIAN 5:00AM – 1:30PM, Monday- Friday **PHYSICAL PLANT**

Position Summary: Prepares facilities for use and provides custodial services to residence halls, classrooms, offices, rest rooms and other campus areas.

Qualifications: Experience in custodial service or housekeeping required. Must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations; applicant must be able to both relate and receive direction in English.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Cleans classrooms, offices, hallways, lobbies, rest rooms, showers, stairways and other work areas.
- Washes walls, ceilings, woodwork, windows, sills, doors, etc.
- Uses Green Seal cleaning products and may use solvent-based chemicals in cleaning procedures.
- Cleans floors using dust and wet mops, brooms, and low speed floor machines.
- Vacuums and cleans carpet. Examines carpet for stains and utilizes chemicals to remove them.
- Cleans carpets using a bonnet system or extractor and strips, waxes and burnishes hard surface floors.
- Dusts and moves furniture weighing 50 lbs. or less.
- Empties wastebaskets and carries trash to disposal area.
- Replenishes bathroom supplies.
- Examines/inspects area to determine other duties as needed.
- Presents an acceptable, uniformed appearance and relates positively to students, faculty, staff and campus visitors.
- Uses custodial equipment such as buffer, high-speed rotary, extractor, sweeper, blower, pressure washer, and ladder.
- Performs all other duties as assigned by supervisor.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands & arms, regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds; frequently required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear; requires close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and fumes or airborne particles & dust. The employee occasionally works outside. The noise level in the work environment is usually moderate.

REPORTS TO: Manager of Custodial Services

7.18