

JOB POSTING:

Custodian – Part Time

WORK SCHEDULE: Varies Monday – Saturday, AM or PM**Hourly Pay:** 11.50**Job Summary:**

Ensures proper care and cleaning of College Campus buildings to provide a safe environment through planning, organizing, coordinating, and performing custodial operations to maintain College Campus quality standards.

Essential Functions:

1.	Provides facility custodial services to assure proper cleaning, care, and upkeep of College Campus buildings.
2.	Assists in maintaining and assuring preventative maintenance on custodial equipment.
3.	Assists with the monitoring, maintenance, and proper inventory of custodial supplies, materials and equipment.
4.	Assists with internal security planning and acts as a backup.
5.	Assists with College moves for personnel and/or associated equipment and furnishings. Assists with the preparation of space for new or upgraded classroom or office features.
6.	Assists in the setup and cleanup of internal and special events.
7.	Performs custodial tasks such as floor maintenance, refuse collection, and disposal from interior and exterior spaces, window cleaning, restroom sanitation, and etc.
8.	Performs heavy cleaning tasks such as stripping and refinishing floors, carpet extraction, exterior window cleaning, and other similar tasks that are performed infrequently.
9.	Performs exterior building upkeep, grounds maintenance, and snow/ice removal.
10.	Communicates effectively with all College Campus personnel and customers.
11.	Performs other related duties as required.

Qualifications:

To perform at a proficient level and to be fully qualified, a person would be expected to have:

1.	Education:	High School Diploma or equivalent required.
----	-------------------	---

2.	Specialized Knowledge/Skills:	<ul style="list-style-type: none"> • Working knowledge of custodial service techniques, equipment operation, and maintenance procedures, compliance of safety and OSHA regulations for Risk Management. Requires frequent physical exertion including heavy lifting, bending and operating custodial tools and equipment. May require ability to work a flexible work schedule as needed. • Ability to communicate effectively; to develop effective team working relationships with supervisors, coworkers, students, and the public to accomplish the College Mission; to work independently and manage work assignments in a highly interpersonal contact environment; to deal effectively with stress caused by work load and time deadlines. • Positive, self-motivated attitude critical.
3.	Experience:	Related experience desired.
4.	Background Check:	Must be able to pass a background check.

Environmental Factors:

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals, and the hazards associated with respective industry equipment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Disability Accommodation:

Southwest Technical College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Individuals with disabilities desiring an accommodation for the interview or selection process should contact the College at least 48 hours before the accommodation is needed.