



## **Job/Position Description** **BUILDING CUSTODIAN**

### **APPLICATION AND HIRING TIMELINE INFORMATION**

To apply for this position you should submit a cover letter, KWU Employment Application Form, and a resume. Please email your application materials to [victory@kwu.edu](mailto:victory@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified (approximately May 20, 2016 or sooner), and continue until a hiring decision is made.
- Position is to be filled as soon as possible.
- Position begins as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

### **ADMINISTRATIVE INFORMATION**

**JOB TITLE:** Building Custodian

**JOB'S OPERATING GROUP:** Plant Operations

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, employees, alumni, potential students and parents, and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

**JOB'S DEPARTMENT:** Housekeeping

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** Housekeeping is responsible for maintaining and enhancing the day-to-day cleanliness and attractiveness of the interior of all campus buildings in order to create a positive impression of our facilities among our students, employees, alumni, potential students and parents, and members of our outside communities.

**JOB'S DIRECT SUPERVISOR:** Custodial Supervisor

**DATE JOB LAST REVIEWED OR ANALYZED:** May 13, 2016. Darrell Victory, Director of Plant Operations, and Frank Roth, Director of Human Resources.

**JOB'S EMPLOYMENT STATUS:** Full-Time, Staff, Non-Exempt, At-Will.

**JOB'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualifications and experience.

### **JOB INFORMATION**

**JOB SUMMARY:** Building Custodians are responsible for performing custodial duties required to maintain and enhance the day-to-day cleanliness and attractiveness of an assigned building or area.

**JOB WORKS WITH:** Members of the Plant Operations staff, building managers, building occupants, and the KWU community as a whole.

**JOB'S STAFF AUTHORITY:** None

**JOB'S BUDGET AUTHORITY:** None

**JOB'S PHYSICAL WORKING CONDITIONS:** 90% indoor temperature controlled environment, 10% outside creating a variable temperature and working condition environment. Physical activities consist of approximately 60% of the time standing, walking, sweeping, and approximately 40% of the time bending, lifting, kneeling, or squatting. Lifting and pushing equipment and furniture (up to 50 pounds), and other similar physical motions and activities are a usual part of the job.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Works with cleaning and other similar toxic chemicals.

Occasionally works at heights above 6 feet using ladders and scaffolding. Uses powered cleaning equipment and other similar power tools.

**JOB'S EQUIPMENT:** Hand and powered cleaning equipment, cleaning chemicals, phone system.

**JOB'S WORK SCHEDULE:** Schedule is determined by the jobs supervisor and is based on building and university needs.

Job is subject to after-hours call out as necessary. **THIS JOB REQUIRES A HIGH LEVEL OF ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY AS FEW BACK UP SOURCES EXIST AND MISSING WORK CREATES A RIPPLE AFFECT THAT SEVERLY AFFECTS THE EFFECTIVENESS AND EFFICIENCY OF THE ENTIRE DEPARTMENT.**

**JOB'S TRAVEL REQUIREMENTS:** Minimal. Usually related to job errands around town.

## **JOB DUTIES AND PERFORMANCE MEASURES**

### **JOB'S ESSENTIAL DUTIES:**

1. Cleaning (70%): This job is responsible for effectively and efficiently maintaining and enhancing the cleanliness and positive appearance of an assigned building or area according to department standards and schedules.
  1. Sweep, mop, scrub, vacuum, and generally maintain floors, steps and other similar surfaces.
  2. Clean, dust, and maintain furniture, exhibit cases, pictures, chalk/white boards, door trim, and other similar surfaces.
  3. Clean, wash, polish, and maintain windows, doors, mirrors, walls, and other similar glass, metal, and wood surfaces.
  4. Clean and sanitize restroom fixtures.
  5. Empty waste containers, and pick up and dispose of interior trash, litter, and other similar debris.
  6. Check and maintain adequate bathroom, classroom, and other supplies needed in the normal use of the building.
  7. Maintain exterior steps and approaches to buildings by keeping them clear of debris, snow, and other obstructions.
  8. Perform "deep cleaning" projects (floor stripping, shampooing, and waxing, cleaning hard to reach fixtures and surfaces, etc.) on a scheduled basis.
2. Special Event Set Up (20%): This job is responsible for effectively and efficiently "setting up" and "tearing down" classrooms and gathering areas for special events according to event needs, schedules, and standards.
  1. Move, set up, tear down, and store furniture, tables, chairs, and other similar items to facilitate meetings and special gatherings.

### **JOB'S OTHER DUTIES** (10% of time):

1. Identify and report items needing repair to the Director of Housekeeping (doors, furniture, lights, plumbing, etc.)
2. Maintain, or request maintenance, for equipment assigned and used for housekeeping purposes.
3. Pick up and dispose of exterior trash and debris as observed.
4. Assist grounds keeping personnel with snow removal.
5. Perform monthly fire extinguisher inspections.
6. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

### **JOB'S PERFORMANCE MEASURES AND STANDARDS:**

1. Periodic visual inspections and review based on APPA Published Standards-Level 2.
2. Attendance and punctuality.
3. Neat and clean appearance including university supplied shirt.
4. Work area, all storage areas, and materials safe, clean, and orderly. All cleaning supplies clearly labeled and stored.
5. Monthly formal performance evaluation.

## JOB QUALIFICATIONS

### EDUCATION:

- MINIMUM REQUIRED: High School Graduate
- PREFERRED: None

### CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

### WORK EXPERIENCE:

- MINIMUM REQUIRED: None
- PREFERRED: Experience in housekeeping or custodial duties.

### KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
  - Demonstrable ability to understand and support the mission of the university.
  - Demonstrable ability to work both independently and as a member of a team.
  - Demonstrable ability to work with diverse constituencies.
  - Demonstrable ability to learn job duties and equipment operations quickly.
  - Demonstrable ability to read, write, and follow oral and written instructions.
  - Demonstrable ability to work safely.
  - Demonstrable ability to create and maintain a safe, clean, and orderly work area.
  - Demonstrable ability to move heavy items using moving equipment.
  - Demonstrable ability to lift, push, pull, or exert force of 50 lbs. or more occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.
  - Demonstrable ability to attain high levels of attendance, punctuality, and dependability. **THIS JOB REQUIRES A HIGH LEVEL OF ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY AS FEW BACK UP SOURCES EXIST AND MISSING WORK CREATES A RIPPLE AFFECT THAT SEVERLY AFFECTS THE EFFECTIVENESS AND EFFICIENCY OF THE ENTIRE DEPARTMENT.**

## NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.