



Job/Position Description BUILDING CUSTODIAN

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), a cover letter, and a resume/curriculum vitae. Please email your application materials to HR@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. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applications are received.
- The position begins as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Building Custodian

POSITION'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.

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: Lead Custodian

DATE JOB LAST REVIEWED OR ANALYZED: February 2017. VP Finance and Operations. Director of Human Resources.

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

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Entry level salary for this position is \$11 per hour with final salary to be determined at hiring based on the person's qualifications and experience. This position is eligible for full-time benefits as described by the *Employee Handbook* after 90 days of employment.

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% working indoors in a temperature controlled environment, 10% working outside in 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 job 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 SEVERELY 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 SEVERELY AFFECTS THE EFFECTIVENESS AND EFFICIENTLY OF THE ENTIRE DEPARTMENT.**

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. 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 to be 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 United Methodist affiliated 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.

AGREEMENT SIGNATURES

Employee’s Signature _____ Date ____/____/____

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance. In addition, I agree to be held accountable for following the policies and processes as outlined in the KWU Employee Handbook, and acknowledge receipt of the handbook.

Direct Supervisor’s Signature _____ Date ____/____/____

A copy of the signed PD is to be retained by both the positon employee and their direct supervisor. In addition, a signed copy is to be given to and retained in the Group’s Performance Files and the HR Department.