Student Center Student Employment

Student Custodian

Position Description:
This position is responsible for the cleanliness of the Parkside Student Center.

Supervision Received:
Works with the lead classified staff in the field and reports to the Student Center Director. May receive direction from the Assistant Directors and Building Manager after hours and on weekends. No supervision of others.

Duties:
1. Provide custodial services for daily cleaning and maintenance of the entire facility and its offices; may include Wyllie Market and Lower Main Place.
2. Provide housekeeping functions including room turnover and light cleaning (vacuuming, dusting, emptying trash, furniture) after each meeting, event or conference.
3. Provide general cleaning of all bathrooms including replacement of toilet paper and paper towel, sweeping or mopping of floors, and wiping down sinks, mirrors and toilets.
4. Provide simple maintenance services in the Parkside Student Center including floor cleaning, waxing, lawn and garden, shoveling snow, and painting.
5. Weekly cleaning of Bridge Windows.
6. Other projects as assigned.

Qualifications & Requirements:
♦ Must have a minimum cumulative grade point average of 2.25 and have 6 non-audit credits.
♦ Must be available to work 14-20 hours per week including weeknights, weekends, vacation break periods and some holidays. Weekly shift hours are determined on a semester basis.
♦ Addition opportunities may be offered for employment during J-term, Spring Break and summer months on a limited basis.
♦ Basic computer knowledge and skills to be able to interpret cleaning needs for the daily reservations.
♦ Must have excellent customer service skills.
♦ Possess excellent leadership and problem solving skills, and be able to determine priorities.
♦ Adhere to Student Employee Handbook, uniform dress policy and attend mandatory trainings.
♦ Flexible hours and willingness to help out with timely deadlines.
♦ Performance reviews are conducted with the supervisor at least once per semester. Self-management is a must and self-evaluations are continuous.
♦ Must be able to lift up to 50 pounds and work on lifts at heights of 40’ or ladders.

Qualifications Preferred:
♦ Experience with custodial and maintenance type work preferred.

Skills Gained:
Interpersonal Communication               Teamwork              Quality and accuracy of work
Problem Solving                             Resourcefulness       Priority Setting
Time Management                             Initiative            Meeting Deadlines

Job Skills Developed in the Position:
♦ Ability to meet deadlines through good time management.
♦ Communicate effectively with customers and determined their needs and offered the best possible solution.
♦ Work with a team to achieve a common goal.
♦ Development of strong customer service skills.
♦ Quality of work, problem solving and setting priorities.
♦ Operate tools safely, and to utilize tools to complete custodial and maintenance projects.

Starting Wage:
♦ $8.50 per hour. Both workstudy-eligible and non-workstudy students are encouraged to apply.