

TITLE: Custodian/Dormitory (Part-time)
REPORTS TO: Facilities Manager
SALARY: DOE
TOUR OF DUTY: Schedule to be determined
SUPERVISES: None

SUMMARY:

Provides janitorial and minor maintenance duties to ensure a safe, clean, and comfortable environment at the SWC dormitory. This position is hands-on with minimal supervision.

DUTIES AND RESPONSIBILITIES:

1. Performs all routine janitorial and minor maintenance of the dormitory, grounds, and equipment; may include heavy cleaning duties at times.
2. Completes the checklist of duties in a timely manner.
3. Helps to prevent property loss that may be caused by abuse, freezing, neglect or careless misuse.
4. Reports any damage or maintenance needs to the Facilities Manager.
5. Replaces lights, batteries, etc., as needed.
6. May be required to assist with events.
7. Performs other duties as assigned.

EDUCATION:

- High school diploma or GED.

MINIMUM QUALIFICATIONS:

- One-year previous janitorial experience preferred.
- Physically able to perform moderate to heavy manual labor under various conditions as necessary.
- Knowledge of various chemicals & equipment used in cleaning.

OTHER:

- Must have good communication skills
- Flexibility to be available for emergency call outs during time off.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

JOB OPENING – POSITION OPENED UNTIL FILLED