

SISSETON WAHPETON COLLEGE
Facilities Department

TITLE: Security/Custodian (Part-time)
REPORTS TO: Facilities Manager
SALARY:
TOUR OF DUTY: Evening/Night
SUPERVISES: None

SUMMARY:

Provides security duties which include performing patrols of the college campus to monitor behavior, secure buildings and property, watches for and reports irregularities, and performs other miscellaneous job-related duties as assigned. This position will also assist with janitorial and/or maintenance duties to ensure a safe, clean, comfortable, and secure environment.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the protection of the College assets.
2. Observing and reporting of unusual, dangerous, or suspicious activities.
3. Checks to ensure all property buildings are secure on a regular basis.
4. Helps to prevent property loss that may be caused by abuse, freezing, neglect or careless misuse.
5. Reports any damage or maintenance needs to the Facilities Manager.
6. Minor maintenance repairs, as needed.
7. Vacuums, cleans floor, cleans restrooms, and disposes of garbage, as needed.
8. May be required to assist with events.
9. Performs other duties as assigned.

EDUCATION:

- High school diploma or GED

MINIMUM QUALIFICATIONS:

- Previous security experience preferred.
- Previous janitorial and/or maintenance experience preferred.
- Able to lift up to 75 lbs.
- Ability to spend majority of shift walking.
- Knowledge of various chemicals & equipment used in cleaning.

OTHER:

- Must have excellent verbal and written communication skills
- Ability to maintain high levels of confidentiality
- Basic computer skills
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

POSITION OPEN UNTIL FILLED