Saint Michael's College
Job Description

Job Title: Evening Shift Custodian, Weekend Coordinator/Night Shift Relief

Department: Facilities, Custodial Department

Supervisor or Manager: Associate Director of Facilities

Date Created: 12/12/05 Last Revised: 12/12/05 FLSA Status: NE

Approved by (print name): ________________________ Signature: ____________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- All areas of responsibility in the Custodial department are maintained to a level that provides a clean and safe environment for the Saint Michael's College community
- The Custodial department has a contact person who responds to calls/requests during the weekend and evening shifts

Essential Duties and Responsibilities:
- Cleans, dusts and shampoos furniture
- Keeps floors clean; vacuums carpeted areas, sweeps, dust mops, washes, strips, waxes and polishes non-carpeted areas using heavy (industrial type) buffers and floor machines
- Dusts/washes walls, fixtures and horizontal surfaces
- Cleans offices, classrooms, computer labs, Health Services, conference rooms, Sports Center, Library, Arts Center, Post Office, Print Shop, Cafeteria, residential areas, Early Learning Center
- Shampoos rugs as needed using carpet extraction, dry chemical and bonneting method
- Empties cigarette receptacles, trash receptacles and replaces liners in wastebaskets, trash containers and recycling containers inside and outside the buildings
- Cleans and services restrooms, shower and locker rooms
- Washes windows, window sills, blinds and window ledges
- Keeps doors and windows in all entrances clean and free of obstacles
- Maintains entrances in all buildings up to 10 feet from building entrance
- Removes snow and maintains the steps by shoveling and applying ice melt to dissolve the snow/ice
- Orders supplies for areas of responsibility and delivers supplies to appropriate locations
- Conducts comprehensive summer cleaning
- Assists with special event coverage that occurs during regular shift(s) and sometimes after hours/overtime
- Rearranges furniture as needed
- Maintains all equipment that is used and reports the need for equipment repair
- Changes clocks twice a year for Daylight Savings
- Cleans up Blood Borne Pathogens in accordance with VOSHA compliance
- Adheres to all VOSHA rules and regulations
- Drives the custodial van as requested
- Reports the evidence of fire or illegal entry
- Files work orders for building maintenance

Secondary Responsibilities:
- Fixes and repairs small items/equipment
- Uses a lift to perform specific tasks
- Responds to calls such as plunging toilets, cleaning up after floods, etc.

Positions Supervised:
- Responsible for coordinating departmental resources to meet the needs of the shift
Position's Major Contacts:
- Associate Director of Facilities
- Day/Night Shift Supervisors
- Dispatcher
- Security Officers
- Students
- Office Personnel
- Custodians
- Faculty/Staff
- Student Life Staff
- Priests
- Sodexho employees
- Trades
- Campus Visitors

Demonstrates Excellence in this Position:
- Consistently meets standard of cleanliness which is determined acceptable by Quality Assurance inspections
- Exhibits a willingness to learn and flexibility to respond to changes in routine (especially on weekends)
- Works well with and around other people, as well as independently in the evenings and on weekends
- Is respectful, courteous and maintains good relations with community, especially students
- Arrives to work on time and has good attendance record
- Takes pride in work, has commendable work ethics with good attention to detail and completes assigned tasks in a timely manner
- Cleans thoroughly with appropriate knowledge of equipment and how to use it properly
- Follows directions carefully by the Associate Director of Facilities and Custodial Supervisor

Education and Work Experience Required:
- High school diploma or equivalent
- Basic understanding of custodial work, floor care and cleaning
- Some knowledge of cleaning equipment is preferred
- Knowledge of and/or previous training in VOSHA regulations
- Previous experience in the custodial field and some supervisory experience is helpful

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:

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**Licenses, Certifications and Other Requirements:**  
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

**Physical Demands:**  
Work is often performed in a typical non-office environment requiring:  
- Standing and/or walking for extended periods of time  
- Reaching by extending hand(s) or arm(s) in any direction  
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
- Basic agility for lifting and maneuvering large amounts of weight  
- Communication skills using the written and/or spoken word  
- Vision sufficient to see objects within normal parameters, peripherally and at a distance  
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl  
- Some degree of exposure to physical risk

While performing the duties of Evening Shift Custodian, Weekend Coordinator, Night Shift Relief the employee may be required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**  
- Flexibility within the eight-hour shift to adjust schedule as needed, to be on call as required and to work irregular hours (shifts include evenings, nights, and weekends)  
- Ability to respond to emergencies such as Blood Borne Pathogen spills and floods  
- Good time management skills, organizational skills and ability to work independently  
- Availability to participate in training specific to the Custodial department (Custodial Manual, PPE, BBP, MSDS, Body Mechanics, Chemicals, VOSHA)  
- Must be able to climb a ladder up to 10 feet, handle unpleasant exposures stemming from a residential college community, work outside and in areas that are not air-conditioned  
- May be required to carry a two-way radio  
- After initial training of new hires by the Associate Director of Facilities and the Custodial Supervisor, a new employee in this position may be teamed up with a seasoned employee for further training  
- Responsibility for handling keys, assigning areas and special events support  
- Must have strong communication skills both verbal and written  
- Must be able to follow instructions  
- Flexibility to service the needs of the community during assigned shifts

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.