



Campus Services Associate Level I

Salary: TBD

Status: Full-time (12 month) with benefits
Monday – Friday
Non-Exempt

Reports to: Director for Campus Services

Summary

The Campus Services Associate I position is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure the buildings and facilities are maintained in a healthy, safe and sanitary manner.

Responsibilities

- Remove waste, sweep, scrub, mop and wax tiled floors.
- Vacuum all carpeted areas.
- Dust furniture and all ledges.
- Wipe hand rails.
- Clean stairwells as needed.
- Wash and disinfect floors, sinks, toilets, urinals and dividers.
- Clean windows and mirrors.
- Lock and unlock exterior doors.
- Keep storage areas clean, stocked and organized
- Assist with campus-wide duties that may be assigned by custodial head.
- Sweep and shovel snow from sidewalks and steps.
- Perform minor maintenance repairs and upkeep.
- Set up and tear down FFE as needed for inside and outside campus functions.
- Keep sidewalks and steps clear of snow and ice.
- Other duties as assigned

Qualifications

- Operate custodial equipment including: vacuum, scrubber etc.
- Read and use MSDS sheets and other procedural instructions.
- Lift up to 50 pounds.
- Flexible to work a variety of shifts including weekend on-call shifts.
- Work well with others.