

Custodian



Department: Facilities

Type: Staff, Full-time

Stephens College is seeking a full-time Custodian. Custodian schedule is **Monday – Friday 8am – 4:30pm**. Changes to schedule may occur due to various events or projects on campus which could include evenings or weekends.

Function:

To maintain the cleanliness and overall appearance of Stephens College buildings, including the interior, windows and the entrances and walkways within 20 feet of the building.

Responsibilities:

1. Maintains the overall appearance of Stephens College buildings by:
 - Stripping, waxing, buffing, sweeping, vacuuming and mopping floors and stairs,
 - Cleaning and disinfecting showers, sinks, drains and grout in restrooms and locker rooms and ensuring supplies are provided,
 - Cleaning glass doors, mirrors and windows, furniture, vents and baseboards in hallways, residence hall kitchens, partitions and displays.
 - Dusting,
 - Cleaning/dusting Venetian blinds,
 - Cleaning and polishing decorative metal and wood features,
 - Cleaning water fountains,
 - Cleaning out smoking receptacles,
 - Emptying and washing trash cans,
 - Emptying recycling bins,
 - Cleaning exterior area (20 feet) by flowing/sweeping walkways, picking up trash, etc.,
 - Cleaning residence hall kitchen areas,
 - Clean up spills,
 - Pressure washing walks, buildings as assigned,
 - Loading trash into dumpsters,
 - Cleaning light fixtures/chandeliers, replacing light bulbs
2. Assists with snow removal as needed.
3. Maintains appearance of custodial storage rooms.
4. Maintains custodial equipment assigned by following operating, storage and cleaning procedures and notifying supervisor of problems as they occur.
5. Maintains communications with supervisors regarding faulty equipment or fixture deficiencies such as defective lights or plumbing.
6. Refers work orders to supervisor when repairs are needed.
7. Inspects building for unsafe conditions and either corrects the problem or notifies supervisor of the need to correct the problem.

8. Lifting involved with moving furniture, cleaning out rooms and buildings.
9. Follows safety procedures.
10. Completes performance review process with supervisor/employees to understand job performance expectations and how they fit into the department and College goals.
11. Communicates openly and recognizes contributions of co-workers and supervisor. Maintains positive, professional working relationship with management and co-workers.
12. Performs other duties as assigned.

Education/Skill Requirements:

- High school diploma or GED with 1-2 years experience in related field
- Ability to read and understand written instructions and product labels
- Ability to operate basic cleaning equipment
- Ability to complete work independently
- Ability to lift 25 lbs without assistance, 50 lbs with assistance

Dependable transportation a MUST.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

To Apply: Submit an online [Stephens College application](#) with cover letter, resume and references.

The successful candidate must pass a criminal background check.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top

colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women’s competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

Smoke Free Campus