

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.

Dependable transportation a MUST.

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. Assist 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

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

To apply:

Complete an on-line [Stephens College application](#).

Or in person at Human Resources Office at 1215 E Broadway, Columbia, MO.

The successful candidate must pass a criminal background check.

EOE A diverse community on campus is valued

Smoke Free Campus