



# Heritage University

## JOB DESCRIPTION

**TITLE:** Custodian

**COLLEGE/SCHOOL/DEPT:** Physical Plant Maintenance

**DATE PREPARED:** 7/28/2021

**REPORTS TO:** Director of Physical Plant

**FLSA:** Non-Exempt

**POSITION SUMMARY:**

Under the direction of the Physical Plant Director, custodians performs custodial and maintenance duties in and around campus facilities; responds to emergency calls for service. Maintains all janitorial closets and dispensers restock with janitorial supplies.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Custodian preserves all areas of campus stock with COVID-19 Safety supplies (disinfectant, wipes and sanitizers).
4. Preserves restrooms, fixtures, floors, walls, windows, carpets, furniture and white-boards in clean conditions.
5. Cleans and sanitizes areas occupied by campus community
6. Empties trash containers throughout campus in accordance with established procedures.
7. Performs various maintenance duties such as changing light bulbs and toilet seats.
8. Operates power equipment and hand tools such as buffer, polisher, vacuum, broom and mop required for cleaning and custodial maintenance of floors, walls, carpets, and furniture.
9. Uses ladders when required.
10. Locks and unlocks buildings; secures building when facilities are not in use by checking for unlocked doors, windows; reports any unauthorized occupants.
11. Manually or with self-propelled equipment, remove snow or debris from sidewalks, stairs, driveways, and entry ways.
12. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:** One year of custodial experience. Custodial and building maintenance in a school setting preferred..
- B. **Skills:** Safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.
- C. **Abilities:** Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.

#### **APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application    LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948