



JOB DESCRIPTION

TITLE: Custodian
DEPT: Physical Plant Maintenance
REPORTS TO: Plant Supervisor
FLSA: Non-Exempt
SALARY: \$38,000 - \$43,000

POSITION SUMMARY:

The custodian position is an important role for our team as they enhance the appearance of the University. Custodians perform general, routine custodial duties, including but not limited to maintenance tasks in and around campus facilities and utilization of various hand and power tools which are required to complete tasks assigned. Custodians keep the building and grounds clean and neat, in a safe manner that meets Heritage University's standards. Additionally, the custodian will maintain constant communication with our Heritage University community to meet the needs of the campus.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and communities we serve. Interacts and communicates 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. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. This position's schedule will be a varied schedule to include working a Saturday(s) for classes and events. The Saturdays will be scheduled in advance and rotated with other staff. Saturday(s) will be for a month rotation.
5. Cleans interior of building floors, walls, windows, furniture, rugs, and white boards.
6. Disinfects used items such as doors, doorknobs, and desks commonly used in indoor and outdoor areas.
7. Vacuums, sweeps, and mops floors daily. Empties trash and recycle bins.
8. Maybe scheduled to complete work at the President's house as needed.
9. Maintains windows and mirrors washed and clean.
10. Responds to campus emergency calls for services and support needs.
11. Keeps a lookout during shift for any safety concerns or issues and logs and reports it.
12. Logs any repairs such as baseboards, locks, doors, and other repairs as needed to review with supervisor and Director.

13. Operates power equipment and hand tools, such as buffers, polishers, vacuum, broom, mop, and other hand tools required to complete tasks assigned. Logs and reports when facilities or equipment need repair.
14. Locks and unlocks buildings; secures buildings when facilities are not in use, reports of any unauthorized occupants
15. Manually or with self-propelled equipment, removes snow or debris from sidewalks, stairs, driveways, and entryways.
16. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- One year of custodial experience. Custodial and building maintenance in a school setting preferred. Background in construction trades preferred.
- 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 and respect for a diverse population.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, climbing. Standing, stooping or walking the majority of shift.
- 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.

BENEFIT PACKAGE *(benefit eligible is at least .75 FTE):*

- Health Benefits - medical, dental, and vision
- No-cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b)/Roth Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

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 Application](#)

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

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.