

Job Description

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| Position Title: | Custodial Services Team Member | | |
| Business Unit: | Custodial Services | Status: | Part-Time Hourly (non-exempt, 28 hours a week) |
| Reporting to: | Director, Campus Services | Salary Range: | \$8.00 to 10.00 an hour |

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| Background: | <p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Believing in the transformative power of the Gospel and affirming the importance of the life of the mind, Southwestern Adventist University seeks to promote inquiry through faith, to balance tradition with innovation, and to become a force for positive and significant change in global society.</p> <p><u>University Mission</u></p> <p>The Mission of Southwestern Adventist University is to educate a diverse student body in a Christ-centered environment shaped by Seventh-day Adventist Christian beliefs for service and leadership.</p> |
| Position: | <p>The Custodial Services Team member supports the overall team as they ensure the University maintains a clean working environment for all faculty, staff, and students.</p> |

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| <p>Responsibilities:</p> | <p><u>Custodial Duties</u></p> <p>These duties are to be performed throughout various buildings and classrooms across campus and may be subject to nights and weekend hours:</p> <ul style="list-style-type: none"> • Washes/cleans interior windows, exterior windows, and blinds as needed; • Launders cleaning cloths, dust mops, and mops as needed; • Empties trash receptacles; • Cleans and sanitizes bathroom facilities as requested following established practices and procedures; • Cleans, mops, washes, buffs, and vaccums floors and carpets as needed; • Cleans windows; • Dusts and cleans furniture as needed; • Occasionally moves furniture when it benefits the overall cleanliness of buildings. • Operates power equipment such as carpet extractors, pressure washers, buffers, and campus vehicles as needed; • Performs other duties, pertaining to Custodial Services, as assigned. <p><u>Supervisory duties:</u></p> <p>May supervise student workers.</p> |
| <p>Skills, and Abilities:</p> | <p><u>Physical Demands:</u></p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body, be able to reach overhead, continuous stooping, standing, sitting, kneeling and squatting for extended periods of time. Be able to lift, pull and push materials and equipment to complete assigned job tasks. Ability to lift up to 50 pounds.</p> |
| <p>Requirements:</p> | <p><u>Primary Requirement</u></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • High School diploma or the equivalent. • Previous experience in a similar role. • Ability to prioritize and manage independent tasks and projects. • Firm understanding of how to safely mix and use cleaning solutions. • Exceptional skills in time management and prioritization. • Must be able to work different shift assignments, including nights and weekends. • Must be at least 21 years of age. |

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| | <ul style="list-style-type: none"> • Must function well while under stress. • Must have excellent human relation skills, dealing with people of various backgrounds. • Must have or be able to obtain a valid driver's license. • Must pass a criminal background check. |
| <p>Work Conditions & Environment:</p> | <p>Lifting/Moving: Frequent pushing, pulling, lifting and carrying 40 to 50 pounds.</p> <p>Physical: Frequent: Stooping, kneeling, crouching, move from location to another. Occasional: Standing, climbing or balancing.</p> <p>Environment: Frequent: Indoor climate controlled buildings, continuous exposure to dust, continuous exposure to cleaning agents, Occasional exposure to wet or dry conditions, cold or hot weather, and noise.</p> |