

Custodian

The Big Picture:

To work with regular and student employees to maintain the cleanliness of assigned buildings and common areas.

Core Responsibilities:

- Supervise and work alongside student employees in cleaning assigned areas for up to 7 hours per day. Conduct daily inspections of assigned areas to ensure cleanliness is maintained.
- Ensure student employees follow established safety procedures when using equipment and supplies, including the wearing of protective clothing/devices when performing tasks that involve the cleaning and removal of infectious and/or bloody/body fluids or otherwise harmful material. Report to the superintendent all hazardous conditions or equipment.
- Work alongside other custodial staff in teams cleaning assigned areas up to 7 hours per day as needed.
- Check room reservations for assigned area daily. Organize week-end teams to cover cleaning as needed before and/or after events.
- Maintain custodial supplies and equipment for teams to ensure custodial closets are clean and uncluttered. Clean and properly store equipment at the close of each shift. Transport supplies and equipment from storage to specific use areas as needed.
- Take security precautions as necessary. If area is unoccupied by employees, close and lock all windows and doors as work is completed.
- Attend department/staff meetings.
- Communicate effectively and courteously with others, including employees, students and the public, in a spirit of teamwork, respect and customer service.
- By actions, words and lifestyle, be a Christian role model to students, whether through casual contact or in a formal advisory role.

OPENING DATE: February 21, 2017

LOCATION: Newberg, OR

WORK SCHEDULE: Full Time,
Regular Employment

START DATE: As Soon As Possible

STARTING COMPENSATION:
\$23,976 to \$28,173, Depending on
Experience.

REPORTS TO: Superintendent of
Custodial Services

TO APPLY:

Submit a George Fox University application, resume, and letter of interest to:

Office of Human Resources
George Fox University
414 N. Meridian, No. 6108
Newberg, OR 97132

You may scan and submit your information via e-mail to hr@georgefox.edu or fax to 503-554-2186. A resume will not be accepted unless it is accompanied by a signed George Fox University application.

A link to our application can be found at:
<http://www.georgefox.edu/offices/hr/admin.html> It is in fill-able format. However, it must be printed to initial and sign it.
The university reserves the right to fill the position as circumstances warrant.

ASSOCIATED DUTIES:

- Assist in setting custodial standards, standardizing cleaning methods, developing procedures for performing daily custodial tasks, and recommending equipment and supply needs to the superintendent.
- Other duties as assigned, which may include drapery and vertical blind repair, furniture moving and storage/organization, and receiving and distribution of custodial supplies.

Essential Skills:

- Good delegation and teamwork skills and ability to work with college-age students effectively.
- Good planning, organizational, decision-making skills, and detail orientation required.
- Ability to follow, administer and interpret custodial policies and procedures.
- Ability to transport supplies/equipment up to 40 pounds and to stand, walk 7+ hours per day.
- Dependability, flexibility, initiative.
- Custodial experience preferred.
- Ability to communicate effectively in English including face-to-face, on telephone, on a two-way radio, in writing, and in understanding and following instructions
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described on our website.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns, and connects culturally.
-

BENEFIT ELIGIBLE: Vacation; sick leave; holidays; medical and dental insurance; retirement plan; and tuition remission.