



Position Title:	Custodian
Purpose of Position:	Maintains a clean and safe environment in campus facilities
Education:	High School Diploma/GED
Supervision Received:	General direction; reports to Facilities Coordinator
Supervision Exercised:	Minimal supervision; may oversee activities of student employees
Work Schedule:	Full-time, year-round: Tuesday through Saturday 3:00 pm – 11:30 pm
Rate of Pay:	\$17.03 plus .25 shift premium/hour upon completion of the probationary period
FLSA Status:	Non-Exempt

Example of Duties:

- Perform routine manual work in designated areas including vacuuming, sweeping, mopping, cleaning of mirrors, windows, sinks and toilets
- Maintain floors in a clean state by sweeping, scrubbing, mopping, and waxing them
- Empty and clean trash receptacles; Remove trash from buildings
- Clean, sanitize, and supply bathrooms
- Report any safety, sanitary, or fire hazards to the appropriate department
- Utilize industrial cleaning equipment for various cleaning tasks
- Ensure buildings are secure
- Move furniture for scheduled deep cleaning and maintenance
- Perform other duties as assigned

Minimum requirements:

- High school diploma/GED and a valid operator's license
- Ability to understand and follow verbal and written instructions
- Minimum of 1-3 years' experience performing custodial duties
- Must be able to frequently lift/carry up to 30 pounds and occasionally lift/carry up to 50 pounds
- Must also be able to lift, bend, stand, squat, twist, and use arms and hands while using equipment and performing tasks
- Possess working knowledge of the methods, technique, materials, tools, equipment, and safety precautions used in custodial work
- Familiar with operating, caring for, and storing custodial equipment and supplies
- The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Knowledge of campus layout and buildings is preferred
- Knowledge of College policies and procedures
- Ability to establish priorities, work independently and proceed with objectives with limited supervision.
- Ability to work well under pressure and meet deadlines as required.
- The successful candidate will be self-motivated, reliable, flexible, and able to adapt to changes, will possess strong interpersonal skills and the ability to work well with individuals at all levels of the organization.

Adrian College is an Equal Employment Opportunity Employer. If offered a position, proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit an application, cover letter, and resume to the Facilities Director, Chris Stiver at cstiver@adrian.edu.