Employment Opportunity

Date Posted: 8 May 2015
CLOSING DATE: Open Until Filled

POSITION: Custodian

DEPARTMENT: Facilities

SUPERVISOR: Custodial Supervisor

SUMMARY: Under direct supervision this position maintains clean, orderly and attractive condition of all campus building interiors/exteriors with primary responsibility for residential hall cleaning and emergency custodial duties in remaining university property. Primary responsibility for moving furniture and equipment according to customer work request. May work alone or with team that supports cleaning or equipment/furniture movement or event set-ups. Available to work 365 days per year to complete departmental needs and daily projects. The work will require significant walking, bending, stooping, standing, climbing, reaching, carrying, and lifting.

RESPONSIBILITIES:

• Must be able to climb ladders, walk, bend, lift, carry, push, pull and move items to accomplish routine/special cleaning projects or event setups.
• Must be able to move items up to 50 pounds unassisted and move heavier loads assisted.
• Will clean assigned areas by vacuuming, sweeping, washing, buffing, polishing, mopping, shampooing, extraction, wiping and dusting. Expected to complete all cleaning task to an acceptable level within established allotted time frame or standard.
• Is expected to interface with customers with expressed purpose of identifying and correcting discrepancies, methods and/or procedures employed during event set-ups and cleaning operations.
• Must independently and correctly perform tasks that require proper mixing and/or use of cleaning chemicals. Must independently select proper cleaning agents and/or equipment/tools to accomplish typical custodial cleaning or maintenance task.
• Expected to maintain, service, and perform preventive maintenance on tools of custodial trade. Must inspect, operate and maintain departmental powered and non-powered material handling and/or cleaning equipment. Will operate university pickup/scooter during deliveries and outside trash pickup.
• Able to select and wear appropriate personal protective equipment to accomplish all assigned task.
• Expected to have knowledge of and adhere to OSHA requirements relative to custodial profession. Will read and follow Material Safety Data Sheets, other instruction sheets, directives and manuals.
• Must have a valid Texas Driver’s License in order to operate a motor vehicle.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Candidates must have a minimum of a 10th Grade education.
- At least six months of housekeeping/cleaning maintenance experience or customer service industry experience is desirable.
- Able to read and follow instructions in English at basic level.
- Able to lift 50 lbs unassisted and move heavier loads assisted.
- Able to climb ladders or scaffolds and work in tight quarters.
- Basic understanding of acceptable cleaning practices, laws and procedures, able to read various correspondences.
- Ability to communicate both orally and in writing while performing routine custodial activities.
- Ability to exhibit some degree of independent judgment and decision-making capability in the absence of direct supervision.
- Able to operate a motor vehicle, work weekends, late hours, and/or shift work as needed.

COMPENSATION: This full-time, non-exempt position pays an hourly wage based on experience and qualifications within an established pay range. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver for employee and family; and cafeteria and retirement plan contributions as described in the employee handbook.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: All applications should be submitted online. Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062

Fax: (972) 721-4095
E-mail: hr@udallas.edu

University of Dallas is an Equal Opportunity Employer