

UNIVERSITY OF DALLAS

INTERNAL CANDIDATES ONLY

Custodian, Lead

Job Number: 6995UD

Campus Custodial

Date Posted: May 14, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD currently has an internal opening for a Custodian Lead who leads the crew that maintains clean, orderly and attractive condition of all campus building interiors/exterior with primary responsibility for emergency custodial duties in remaining university property. Has primary responsibility for moving furniture and equipment according to customer work request. May work alone or with team that supports cleaning, equipment moves or event set-ups.

PRIMARY RESPONSIBILITIES

- Lead team having primary responsible for special/event setup, teardown and cleanup (graduation, conferences, tournaments, etc.).
- Answer questions and demonstrate proper setup techniques and use of handling equipment to team.
- Monitor team progress and keep Custodial Manager advised of status.
- Read work orders and weekly event schedule, prioritize work and assign work orders to custodians.
- Perform office relocations and furniture moves per work order.
- Monitor inventory and restock cleaning materials and custodial supplies.
- Prepare meeting/event spaces by cleaning furnishings, windows, tile, fixtures, equipment and floors.
- Vacuum, dust and polish specified areas and furnishings; sanitizes and disinfects bathroom areas
- Operate material handling/cleaning equipment such as two & four-wheel dolly, carts, vacuum cleaner, buffer, pressure washer, "Kai Vac" unit and mop.
- Perform preventive maintenance (PM) on equipment and instruct team on how to do PM on same equipment.
- Select and mix appropriate cleaning solutions by referring to chemical Material Safety Data Sheet and instructions.
- Use and train staff on the use of PPE as related to chemical products used by custodians.
- Provide incidental pest control in certain instances.
- Ensure one VIP guest apartment is ready for check-in.

UNIVERSITY OF DALLAS

- Gather and transport refuse to appropriate disposal location including bio- hazardous materials from satellite location to central storage location.
- Inspect facility for safety and report physical condition to appropriate personnel regarding items needing repair, replacement or relocation.
- Provide and optimize support for special events that are a part of The University of Dallas educational activities.
- Enforce safe work place practices.

MINIMUM REQUIREMENTS

- H.S. diploma or equivalent is preferred.
- At least two years of housekeeping/cleaning maintenance experience
- Six months in lead role is desirable.

ADDITIONAL INFORMATION

- The work requires evening and weekend shift schedule coverage to meet customer needs.
- Must have a valid Texas Driver's License to operate university motor vehicle at the time of hire.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.