

UNIVERSITY OF DALLAS

Custodian

Job Number: 7615UD

Campus Custodial

Date Posted: August 09, 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 is currently seeking a custodian who will under direct supervision, maintain clean, orderly and attractive conditions of all campus cleaning and emergency custodial duties in remaining University property. Move furniture and equipment according to customer work request in support of campus sanctioned events. May work alone or with team that supports cleaning or equipment/furniture movement or event (e.g., graduation, conferences, tournaments) set-ups.

PRIMARY RESPONSIBILITIES

- Perform office relocations and furniture moves per work order.
- 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
- Select proper cleaning agents and/or equipment to accomplish typical custodial cleaning or maintenance task.
- Operate material handling/cleaning equipment such as two & four wheel dolly, carts, vacuum cleaner, buffer, pressure washer, "Kai Vac" unit and mop.
- Gather and transport refuse to appropriate disposal location including bio- hazardous materials from satellite location to central storage location.
- Interface with customers to identify and correct discrepancies in methods and/or procedures employed during event set-ups and cleaning operations.
- Maintain services and perform preventive maintenance on tools of custodial trade.
- Inspect, operate and maintain department powered and non-powered materials handling or cleaning equipment.
- Operate University pickup/scooter during deliveries and outside trash pickup.
- Wear appropriate personal protection equipment correctly to accomplish assigned tasks.
- Read and follow Material Safety Data Sheets, other instruction sheets, directives and manuals.

MINIMUM REQUIREMENTS

- 10th Grade education is desirable.
- At least six months of housekeeping/cleaning maintenance experience or customer service industry experience is desired.

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ADDITIONAL INFORMATION

The work requires evening and weekend shift schedule coverage to meet customer needs.

Must have valid Texas Driver's License to operate university motor vehicle.

This employee will be considered an essential worker during certain campus emergencies.

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 seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.