

JOB DESCRIPTION

Position Title	Facilities Custodial
Position Reports to:	Facilities Manager and Supervisor
Department:	Facilities
Position	Non-Exempt, Part-Time 15-28/hours weekly

General Description

- To ensure cleanliness of all campus buildings and grounds.
- Requires flexibility of times and days of week
- Requires some work on holidays

Specific Duties and Responsibilities

- Must be able to follow verbal and/or written instructions
- Works well with minimum supervision
- Clean assigned area by sweeping, mopping & using cleaning equipment
- Follow cleaning guidelines in all areas
- Replace any moved furniture
- Assist in other duties assigned by supervisor

Knowledge Skills Required for the Job

- Ability to mix & understand the proper & safe use of cleaning agents
- Sufficient eye & hand coordination to handle cleaning equipment such as floor scrubber & buffer

Desirable Qualifications

- Prior work experience in janitorial duties
- Experience with cleaning machinery & techniques
- Servant's heart

Personal Relations

- Daily interaction w/Facilities Manager, Supervisor, NCCC Staff

Work Environment

- Professional yet semi-casual office
- Fast-paced environment requiring the ability to multi-task
- Ability to work in outdoor weather conditions
- Ability to work with risk of electrical shock, loud noise, or fumes

Minimum Qualifications Required

- Education: High School Diploma or equivalent
- Experience: 5 years custodial experience
- Other: Always aware of condition of site operations. High attention to details & sense of urgency. Ability to reestablish priorities daily or more often, if needed

Physical Requirements

- Ability to lift up to 25 pounds (frequently) & 50 pounds (occasionally)
- Ability to reach, climb, balance, stoop and crawl
- Walking (frequently)
- Stairs (frequently)
- Standing (frequently)
- Speaking (frequently)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)