

GORDON COLLEGE

Position Description

Title: Custodian/Trash Recycling and Snow Shoveling Supervisor

Function: Under the supervision of the Custodial Service Manager, cleans and provides routine custodial maintenance in one or more assigned buildings to assure satisfactory physical appearance and cleanliness; performs and supervises the trash and recycling functions. During the winter months helps the Grounds Manager to oversee student snow shoveling crew operations.

Description of Duties and Tasks:

Essential Responsibilities:

1. Cleans floors, halls, stairways, restrooms, and fixtures, using standard chemicals, polishes, waxes, and cleaners.
2. Supervises and participates in campus-wide trash collection and recycling efforts.
3. Identifies any conditions which could endanger or cause discomfort to building occupants; reports conditions to Supervisor for action.
4. Makes minor adjustments or repairs as necessary to assure building cleanliness and safety.
5. Cleans walls, ceilings, light fixtures, and other fixtures periodically as assigned.
6. Maintains proper levels of restroom supplies.
7. Follows safety rules; shows continuing concern for the safety of others.
8. Maintains the grounds of the assigned buildings in clean, orderly, and safe condition.
9. Assists Grounds Manager in hiring, training, and developing the Student Snow Shoveling crew.
10. Aids Grounds Manager in directing student snow shoveling crew with pretreating campus sidewalks, paths, and building entrances, including during off hours as needed.
11. Supervises snow shoveling crew to make sure all buildings have snow removed in a timely and safe manner.

12. Supervises students in all the above operations. Teaches, communicates, and models safely.
13. Performs additional duties as appropriate or assigned.

Additional Responsibilities:

Required Knowledge, Skills, and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.
2. Committed to the well-being of fellow employees and students, shows genuine interest, and takes initiative to demonstrate care and concern for one another.
3. Must have detailed knowledge of the buildings assigned.
4. Ability to maintain the building in a clean and orderly fashion.
5. Skill in identifying conditions that could cause hazard or discomfort to building occupants.
6. The physical ability to maintain the campus. This will involve lifting, moving, twisting, and other physical labor.
7. Supervisory ability
8. Skills in the operation of college vehicles and snow removal equipment.
9. A hydraulics license is a plus.
10. Must show service orientation and skill in harmonious relationships with students, faculty, and staff.

Position Code: PLT-CUST-1

Grade: 1 FLSA

Status: Non-exempt

Hiring Range : \$22-25/hr