



MULTNOMAH  
UNIVERSITY

## EMPLOYMENT OPPORTUNITY

**Date: January 2020**

***Open until filled***

If you have questions regarding this position please contact Katie Voigt [ktv@multnomah.edu](mailto:ktv@multnomah.edu), 503.251.6576

**Job Title: Campus Custodian (Tuesday – Saturday 2:00-11:00pm)**

**Reports To: Custodial Manager**

**Mission: *The job of Custodian is done for the purpose of maintaining an attractive, sanitary and safe facility for students, staff and public by performing basic routine custodial duties related to the care and cleaning of assigned buildings and facilities.***

### **General Building Cleaning**

**Objective: *Clean classrooms, residence halls, labs, and offices in buildings on the university campus.***

- Maintain assigned areas in a clean and safe condition by performing such duties as dusting, vacuuming, washing windows, washing walls and woodwork, cleaning restrooms and removing trash and recyclables. Also maintains appropriate cleaning supplies in work areas.
- Lock and unlock doors as directed
- Initiate work orders for repair/maintenance of malfunctioning fixtures, lights, damages, etc.
- Move furniture, equipment or fixtures as required
- May shovel and remove snow and ice from designated areas such as sidewalks, entryways, stairs in areas within sixteen feet of building using hand-operated tools or small power equipment as required
- May replace light bulbs
- Use of ladders when required in work assignments
- Clean blinds.
- Separate and launder cleaning rags, microfiber, dust mops, wet mops, etc., as directed
- Attend to emergencies when necessary
- Attend safety training meetings (i.e.: Blood Borne Pathogens, Hazmat, Hazcom, Asbestos, Stairway/Ladders, Back Safety, Personal Protection Equipment, Lockout/Tag Out, Fire Safety, Electrical Safety, Ergonomics, Floor Care, First Aid, etc.) to keep current on procedures.
- Take classes as required in cleaning methods and techniques, new products
- Assist with inventory control
- Assist in instruction and supervision of student help.
- Safely operate all vehicles and other job-related equipment
- Operate machinery necessary to perform job, including vacuum cleaners, buffing machines, scrubbers, wet/dry vacuums, upholstery cleaners, carpet shampooers, extractors, floor machines, etc.
- Perform preventative maintenance on equipment as assigned
- Work with vendor to refinish gym floor on annual basis as assigned
- Support summer programs by performing custodial duties for guest rooms, and other projects.
- Coverage for other buildings and areas when co-workers are out on leave.

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8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

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## **Emergency Evacuation Duties and Responsibilities**

**Objective:** To serve in the event of disaster or emergency.

## **Communication Skills and Work Habits**

**Objective:** Maintain a Christ-like testimony in all aspects of the job.

## **Qualifications:**

### **Job-Specific Requirements:**

- High school diploma or equivalent.
- Related job experience demonstrating work ethic and team work
- Excellent command/highly proficient in spoken and written English
- A basic knowledge of cleaning equipment, products, techniques and standards
- Basic computer skills: Ability to run and navigate a computer and use Microsoft Outlook.
- Maintain a current driver's license
- Appealing personal hygiene habits
- Ability to work flexible hours (including overnight) as required, and alone without supervision
- Have essential physical and mental capabilities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation. Support and enforce all policies, university and governmental such as OSHA rules, university health and safety regulations and guidelines, etc.
- Positive, servant like attitude

### **Preferred Qualifications:**

- Custodial Training and/or 1-2 year custodial experience
- Commercial cleaning background
- Knowledge and experience of floor care practices
- Have Hepatitis B shot series or be willing to go through the shot series for Biohazard clean up.
- Perform general and maintenance diagnostics on custodial equipment
- Be able to lift up to 50 pounds and working loads of up to 35 pounds.
- Be able to work on a ladder (up to 16 feet).

### **General Employment Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.**

**To Apply:** [Click Here for Online Application](#)

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