POSITION ANNOUNCEMENT

Job Title: Custodial Services Aide I
Department: Facilities Management
Reports To: Manager of Facilities
Level: 1
Shift/Hours: 40 hours per week – 1:30 pm to 10 pm Tuesday to Saturday
Prepared Date: August 9, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Produces highest quality work possible with resources provided for assigned facilities. Maintains overall appearance of buildings.
2. Vacuums carpeted floor areas. Sweeps and mops hard floor areas as required.
3. Maintains work area in a safe manner. Prominently and promptly positions caution signs to clearly mark hazardous areas for pedestrian traffic.
4. Cleans equipment, fixtures, machines, furnishings, writing boards, sinks, offices and lounge areas and windows, window screens and window sills.
5. Cleans classrooms, common areas, lounge areas, offices and restrooms, including toilets and fixtures and replenishes all needed supplies in restrooms: soaps, toilet paper, liners.
6. Gathers trash from designated pick-up areas and loads into receptacles. Empties large refuse containers, cleans and relines refuse containers.
7. Keeps closets, storage areas supplied and in good order. Notifies Manager of Facilities of supply levels and when additional supplies are needed.
8. Maintains equipment by keeping it clean and in running order. Reports mechanical or equipment failures to Manager of Facilities.
9. Sweeps outside entrances and sidewalks as needed.
10. Observes all safety rules and uses personal protection equipment. Supports and observes all University policies.
11. Other duties as assigned.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school diploma or general education degree (GED); one year of experience cleaning and maintaining carpeted and hard floors in an industrial/business environment.

TO APPLY
Please complete the application at http://www.madonna.edu/resources/human-resources. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.