**Department:** Student Services/Housing  
**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Reports To:** Housing Director  
**Grade/Level:** Classified  
**Amount of Travel Required:** As needed  
**Work Schedule:** Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  
**Positions Supervised:** None  
**Contract Length:** 12 months

**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Housing Director, the Custodian and Maintenance/Repair Technician is responsible for the general cleaning and light maintenance of two on-campus student residence halls. This person must be willing to work during scheduled times and on weekends during peak times. This position also requires the ability to respond to after hour service calls and work in emergency situations. This person will work very closely with the Director of Plant Services. Compensation includes room and meal plan.

**MAJOR RESPONSIBILITIES:**

1. Sweeps, mops, waxes and polishes floor finishes, using manual or electrically powered equipment.
2. Dusts and polishes desks, chairs, fixtures, and other building furnishings.
3. Cleans common area restrooms and lounges using required detergents and sanitary materials.
4. Empties waste containers in office and common areas, gathers trash and litter, and places for disposal.
5. Washes interior/exterior windows of main entrances.
6. Moves furniture, supplies, and miscellaneous equipment as directed.
7. Performs light maintenance including changing light bulbs, door hardware, air conditioning filter replacements, light plumbing repairs such as tightening joints and replacing flushing valves in toilets, spot patching and painting of walls.
8. Determines repairs needed that require plant services expertise.
9. Serves as a Residence Hall Assistant under the supervision and guidance of the Housing Director.
10. Assists in the housing office as needed.
11. Keeps the residence halls safe and well maintained so that a comfortable, appropriate environment is provided at all times for resident students, employees, and guests to enjoy.
12. Inspects all common areas of the residence halls for deficiencies routinely, and ensures all deficiencies are corrected in a timely manner.
13. Assists Director of Housing with maintenance inspections of student rooms and determination of damage for student fines.
14. Performs related duties as assigned.
POSITION CHARACTERISTICS:

1. Must be familiar with, and experienced in the operation of custodial equipment.
2. Demonstrated knowledge of custodial procedures.
3. Working knowledge of maintenance methods; maintenance materials, tools and procedures; maintenance safety practices.
4. Demonstrated ability to understand and apply oral and written instructions, blueprints and schematic drawings, to diagnose, troubleshoot general room repairs.
5. Ability to communicate, work quickly and efficiently.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Physically unimpaired.
2. Ability to lift up to seventy-five (75) pounds; maneuver within small spaces.
3. No history of back problems.
4. Must be extremely alert to sights and sounds.

EDUCATIONAL/OR EXPERIENCE REQUIREMENTS:

1. High school diploma or G.E.D. required.
2. Two years successful experience with custodial operations.
3. Must have good mechanical aptitude.

ENVIRONMENTAL EXPOSURES AND OCCUPATIONAL SAFETY AND HEALTH HAZARDS:

1. Slick floors.
2. Climbing.
3. Contact with cleaning chemicals.

REPORTING RELATIONSHIP:

This position reports to the Housing Director.

SIGNATURES:

__________________________________________________________________________
Residence Hall Custodian/Maintenance Repair Technician Date

__________________________________________________________________________
Housing Director Date

__________________________________________________________________________
Vice President for Student Services Date

__________________________________________________________________________
President Date