

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Custodian
Location:	Big Rapids (Main Campus)
Department:	55200 - Bldg Custodial Admin
Advertised Salary:	\$16.52 hourly rate pursuant to the FSU and AFSCME/AFL-CIO Agreement
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	Custodial, Maintenance, Dining, Skilled Trade (AFSCME Local 1609)
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Perform custodial duties independently or within a team environment as assigned, providing a high standard of cleanliness. This is a custodial position for T-Sa, 10:30 pm – 7:00 am.
Position Type:	Staff
Required Education:	High school diploma or GED equivalency.
Required Work Experience:	<p>Custodial/Janitorial work experience in a commercial-hospital-school environment, in a commercial cleaning service, or completion of the Ferris State University JANUS (custodial) training.</p> <p>Demonstrated experience with correct operation of a variety of commercial custodial equipment such as vacuum cleaner, automatic scrubber, high speed burnisher, single disc scrubber, carpet extraction/shampoo equipment or other essential or similar custodial equipment.</p>

Required Licenses and Certifications:	Valid driver's license.
Physical Demands:	<ul style="list-style-type: none"> • Bending • Carrying • Inclement Weather • Moving • Reaching • Twisting • Balancing • Climbing • Driving • Heights • Lifting • Pulling/Pushing • Repetitive movement • Standing
Additional Education/Experiences to be Considered:	Any other related custodial experience.
Essential Duties/Responsibilities:	<ul style="list-style-type: none"> • Change linens, make beds, and bunk/debunk beds. • Check fire extinguishers and related equipment as scheduled, report any deficiencies to supervisor. • Depending on assignment, may be required to move custodial equipment, fill-in for vacant positions, etc. • Disinfect restrooms, showers and locker rooms. • Empty waste baskets and trash containers and gather and dispose of trash and foreign material from assigned area (to include perimeter of assigned building.) • Maintain current knowledge of bloodborne pathogens policies and procedures. • May be responsible for carrying, distributing and delivering custodial supplies and equipment. • Minimize waste of cleaning, paper, soap and other supplies. • Open and close buildings, classrooms, offices, etc. of assigned areas. • Remove snow and ice from entrances of assigned areas, apply salt as necessary. • Replace light bulbs, globes, tubes, and light lenses. • Replenish paper and soap products. • Report needed maintenance on assigned equipment.

	<ul style="list-style-type: none"> • Report needed repairs to supervisor or call physical plant in emergencies. • Respond to emergency custodial requests (which could include blood and body fluid clean-up). • Set up tables, chairs, and other related furniture as needed. • Sweep, wet mop, refinish hard surface floors, clean carpet, vacuum. • Utilize household plunger to unplug commodes, urinals, and sink drains without dismantling the fixture. • Wash walls, woodwork, windows, blinds, mirrors, bathroom fixtures, furniture, chalk/white boards, and climb ladders. • Work with different cleaning chemicals and equipment and follow procedures for safe handling and use, and wear assigned protective equipment. • Maintain safety and security of equipment, vehicles, keys, tools, materials, and inventories. • Maintain safety, health and quality standards in all duties and responsibilities. • Report to immediate supervisor. • Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members. • Any other duties assigned within the position classification area.
Marginal Duties/Responsibilities:	<p>Assist other service workers as needed.</p> <p>Train and direct others in the performance of the characteristic duties. Carry out these responsibilities in accordance with University policies and applicable laws.</p>
Skills and Abilities:	<ul style="list-style-type: none"> • Communicate and work effectively with students, staff, faculty and visitors. • Exercise good judgment in resolving situations related to cleaning and proper chemical use, referring unusual problems to supervisor. • Maintain high standard of cleanliness and follow safety and disinfecting standards and practices. • Read, understand and follow instructions, safety and direction labels, equipment operations manuals, etc. • Train and direct others in the performance of the characteristic duties.

	<ul style="list-style-type: none"> • Work harmoniously with and lead others in all situations, including those environments which may involve variable temperatures, noise, and stressful workloads. • Work independently. • Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume
Optional Documents:	
Special Instructions to Applicants:	
Initial Application Review Date:	February 24th, 2023
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .