

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Custodian
Location:	Big Rapids (Main Campus)
Department:	55200 - Bldg. Custodial Admin
Advertised Salary:	\$16.20 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. May be required to work overtime and/or weekends. Position is Monday through Friday, 5:00 pm – 1:30 am.
Position Type:	Staff
Required Education:	High school diploma or GED equivalency.
Required Work Experience:	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. 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.
Required Licenses and Certifications:	Valid driver's license.
Physical Demands:	<ul style="list-style-type: none"> • Bending • Carrying • Moving • Inclement Weather • Reaching • Twisting • Balancing • Driving • Heights • Climbing • Lifting • Pulling/Pushing • Repetitive Movement • Standing • Lift supplies, and equipment; mop; empty trash containers and/or bags. • May be required to work in a hot, humid areas and/or cold weather environments and/or wear personal protective equipment. • May frequently lift to 50 lbs. When required to lift, pull, push, etc. heavy objects over 50 pounds, employee must use good judgment by obtaining additional assistance such as the help of a second person or a mechanical means. • Operate heavy powered cleaning equipment such as carpet extraction/shampoo equipment, high speed burnisher, scrubber, etc. • Stand for most of shift. • Walk, lift, bend, pull and push, twist, turn, climb, etc.
Additional Education/Experiences to be Considered:	Any other related custodial experience.
Essential Duties/Responsibilities:	Change linens, make beds, and bunk/debunk beds.

	<p>Check fire extinguishers and related equipment as scheduled, report any deficiencies to supervisor.</p> <p>Depending on assignment, may be required to move custodial equipment, fill-in for vacant positions, etc.</p> <p>Disinfect restrooms, showers and locker rooms.</p> <p>Empty waste baskets and trash containers and gather and dispose of trash and foreign material from assigned area (to include perimeter of assigned building.)</p> <p>Maintain current knowledge of bloodborne pathogens policies and procedures.</p> <p>May be responsible for carrying, distributing and delivering custodial supplies and equipment.</p> <p>Minimize waste of cleaning, paper, soap and other supplies.</p> <p>Open and close buildings, classrooms, offices, etc. of assigned areas.</p> <p>Remove snow and ice from entrances of assigned areas, apply salt as necessary.</p> <p>Replace light bulbs, globes, tubes, and light lenses.</p> <p>Replenish paper and soap products.</p> <p>Report needed maintenance on assigned equipment.</p> <p>Report needed repairs to supervisor or call physical plant in emergencies.</p> <p>Respond to emergency custodial requests (which could include blood and body fluid clean-up).</p> <p>Set up tables, chairs, and other related furniture as needed.</p> <p>Sweep, wet mop, refinish hard surface floors, clean carpet, vacuum.</p>
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	<p>Utilize household plunger to unplug commodes, urinals, and sink drains without dismantling the fixture.</p> <p>Wash walls, woodwork, windows, blinds, mirrors, bathroom fixtures, furniture, chalk/white boards, and climb ladders.</p> <p>Work with different cleaning chemicals and equipment and follow procedures for safe handling and use, and wear assigned protective equipment.</p> <p>Any other duties assigned within the position classification area.</p> <p>Maintain safety and security of equipment, vehicles, keys, tools, materials, and inventories.</p> <p>Maintain safety, health and quality standards in all duties and responsibilities.</p> <p>Report to immediate supervisor.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
<p>Marginal Duties/Responsibilities:</p>	<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>
<p>Skills and Abilities:</p>	<p>Communicate and work effectively with students, staff, faculty and visitors.</p> <p>Exercise good judgment in resolving situations related to cleaning and proper chemical use, referring unusual problems to supervisor.</p> <p>Maintain high standard of cleanliness and follow safety and disinfecting standards and practices.</p> <p>Read, understand and follow instructions, safety and direction labels, equipment operations manuals, etc.</p>

	<p>Train and direct others in the performance of the characteristic duties.</p> <p>Work harmoniously with and lead others in all situations, including those environments which may involve variable temperatures, noise, and stressful workloads.</p> <p>Work independently.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter
Optional Documents:	
Special Instructions to Applicants:	
Initial Application Review Date:	November 11, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>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</p>

	more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .
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