

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Part-Time Custodian (West Campus Community Center)
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	55200 - Bldg. Custodial Admin
<b>Advertised Salary:</b>	\$12.00 - \$12.50
<b>FLSA:</b>	Non-Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Part-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	A position classified as a part-time custodian is available with the Facilities Management department in the West Campus Community Center. The work schedule will be 20 hours per week. The normal working hours are 6:00 am - 10:00 am, Monday through Friday. However, may be required to work other times including evenings/weekends. It is not anticipated that this position will become full-time but will remain a part-time position. If required by job duties, employee must be able to fulfill the University's requirements concerning issuance and use of University keys.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	High school diploma or GED.
<b>Required Work Experience:</b>	No custodial work experience required - will train selected applicant.
<b>Required Licenses and Certifications:</b>	Valid driver's license.

<p><b>Physical Demands:</b></p>	<ul style="list-style-type: none"> <li>• Bending</li> <li>• Carrying</li> <li>• Inclement Weather</li> <li>• Moving</li> <li>• Reaching</li> <li>• Twisting</li> <li>• Balancing</li> <li>• Climbing</li> <li>• Driving</li> <li>• Heights</li> <li>• Lifting</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> <li>• May need to lift, pull, push, etc. objects in the 50–100-pound range and must use good judgment when assigned a task that requires lifting/pulling/pushing of heavy objects by obtaining additional assistance such as the help of a second person or a mechanical means.</li> <li>• Walk, life, bend, pull and push, twist, turn, climb, etc.</li> <li>• Stand for most of shift.</li> <li>• Lift supplies and equipment; mop, empty trash containers and/or bags.</li> <li>• Operate heavy powered cleaning equipment such as carpet extraction/shampoo equipment, high speed burnisher, scrubber, etc.</li> <li>• May be required to work in hot, humid areas and/or cold weather environments and/or wear personal protective equipment.</li> </ul>
<p><b>Additional Education/Experiences to be Considered:</b></p>	
<p><b>Essential Duties/Responsibilities:</b></p>	<p>Sweep, wet mop, refinish hard surface floors, clean carpet, and vacuum.</p> <p>Wash walls, woodwork, windows, blinds, mirrors, bathroom fixtures, furniture, chalk/white boards, and climb ladders.</p> <p>Disinfect restrooms, showers and locker rooms.</p> <p>Replenish paper and soap products.</p> <p>Report needed maintenance on assigned equipment.</p>

	<p>Replace light bulbs, globes, tubes, and light lenses.</p> <p>Set up tables, chairs, and other related furniture as needed for class and conference rooms, offices, special events, etc.</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 area).</p> <p>Minimize waste of cleaning, paper, soap and other supplies.</p> <p>Remove snow and ice from entrances of assigned areas; apply salt as necessary.</p> <p>Report needed repairs to supervisor or call Facilities work control center in emergencies.</p> <p>Open and close buildings, classrooms, offices, etc. of assigned areas.</p> <p>Check fire extinguishers and related equipment as schedule; report any deficiencies to supervisor.</p> <p>Maintain current knowledge of bloodborne pathogen policies and procedures.</p> <p>Utilize household plunger to unplug commodes, urinals, and sink drains without dismantling the fixture.</p> <p>Change linens, makes beds, and bunk/debunk beds.</p> <p>Respond to emergency custodial requests (which could include blood and body fluid clean up).</p> <p>May be responsible for carrying, distributing and delivering custodial supplies and equipment.</p> <p>Work with different cleaning chemicals and equipment and follow procedures for safe handling and use and wear assigned protective equipment.</p> <p>Depending on assignment, may be required to move custodial equipment, fill in for vacant positions, etc.</p>
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	<p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
<p><b>Marginal Duties/Responsibilities:</b></p>	<p>Train and direct others in the performance of the characteristic duties.</p> <p>Assist other service workers as needed.</p> <p>Reports to immediate supervisor.</p> <p>Maintains safety, health and quality standards in all duties and responsibilities.</p> <p>Maintains safety and security of equipment, vehicles, keys, tools, materials, and inventories.</p> <p>Carries out these responsibilities in accordance with University policies and applicable laws.</p>
<p><b>Skills and Abilities:</b></p>	<p>Work and lead others harmoniously in all situations including those environments which may involve variable temperatures, noise, and stressful workloads.</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>Ability to train and direct others in the performance of the characteristic duties.</p> <p>Communicate and work effectively with students, staff, faculty and visitors.</p> <p>Work independently.</p> <p>Exercise good judgment in resolving situations related to</p>

	<p>cleaning and proper chemical use, referring unusual problems to supervisor.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	
<b>Initial Application Review Date:</b>	October 24, 2022
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information and EEO Statement:</b>	<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 <a href="http://www.fsujobs.com">www.fsujobs.com</a>.</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 <a href="http://ferris.edu">ferris.edu</a>. 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: <a href="#">Ferris Non-Discrimination Statement</a>.</p>