

Custodial Specialist

Job Classification: Non-Exempt, Full-Time

Work Schedule: Two shifts available- 6:00AM-2:00PM, 12:00PM-8:00PM

Compensation: Pay Grade 6 (\$12.08 - \$18.12/Hour)

Reporting Relationship: Head of Maintenance

PRIMARY ACCOUNTABILITIES:

The custodial specialist is part of a team that provides services to all MATC owned properties. Team members ensure that facilities are clean, sanitized, tidy, and appealing for our students, employees, and guests.

PRINCIPLE RESPONSIBILITIES:

- Performs a variety of cleaning and minor repair tasks
- Properly use cleaning chemicals and disinfectant products.
- Routine cleaning includes vacuuming, dusting, mopping, washing and disinfecting surfaces.
- Cleaning and sanitizing restrooms.
- Daily trash removal from common areas, classrooms, and offices.
- Light maintenance repair work under the direction of the head of maintenance.
- Light outdoor groundskeeping work under the direction of the head of maintenance.
- MATC Event setup and teardown.
- Completes other duties as assigned. May be asked to attend conferences and workshops. May be assigned to clean other areas or to fill in for absent employees.
- All duties are performed in a manner that promotes a harmonious work environment that espouses civility and Principles of Community.

PRIMARY SKILLS/QUALIFICATIONS:

- Custodial/housekeeping experience and knowledge of use and care of commercial/industrial cleaning equipment.
- Ability to work harmoniously and effectively with others.
- Ability to communicate effectively both orally and in writing.
- Knowledge of tools, equipment and materials used in custodial work and their use of application.
- Ability to make basic repairs/maintenance tasks.

PHYSICAL DEMANDS:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to work occasional evenings and attend events as required.
- Lifting and transporting of heavy to moderately heavy objects.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other custodial equipment.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.
- Ability to effectively cultivate and support a team-based, highly interdepartmental communicative, hands-on approach that is conducive to MATC's culture.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.