Attendant, Building

FLSA Status: Non-Exempt
Pay Grade: 1
Job Title ID: 281503
Job Series/Job Family: College Operations / Campus Manager Family

Reports To

Campus Manager or Building Services Supervisor

Job Purpose

To maintain the cleanliness of the assigned facility; ensuring supplies are in stock.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Arranges or performs set-ups for special campus events.
2. Assists in cleanup/reorganization of facilities.
3. Cleans, replenishes and arranges custodial supply closets; determines and acquires equipment and supplies to perform assigned tasks.
4. Performs floor and carpet maintenance tasks; power washes sidewalks, stairs, entrances and patio areas.
5. Responds to service calls which may involve emergency spills, plumbing backups, transporting miscellaneous packages and items within campus environment, unloading supplies and equipment delivery; acts as part of Emergency Response team.
6. Moves and/or relocates furniture, including office and/or classroom moves; moves heavy mail and supplies for faculty and staff, and delivers media equipment.
7. Receives and processes requests for maintenance services and/or maintains campus bulletin board.
8. Depending on area of assignment, may sanitize and maintain health science labs.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Cleaning equipment, products, techniques and standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Following written and verbal instructions.
- Using cleaning products and equipment.

Computer Skills

Required

- Depending on area of assignment, demonstrated proficiency using standard office equipment.

Physical Requirements

Required

- Routine exposure to hazardous chemicals, inclement weather, and/or varying temperatures.
- Routine lifting of objects up to 50 pounds.
- Subject to standing, walking-for long periods of time, climbing, sitting, bending, reaching, kneeling, stooping, and crouching.
- Work may be performed in both internal/external environments.

Work Experience

Required

- Six months related work experience.

Preferred

- One year custodial experience.

Education

Required

- High School diploma or equivalent.

Preferred

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Other

Preferred

- Depending on area of assignment, Building Attendant certification. May be required to successfully complete a background security check.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.