



Job Title: Custodial/House
Date Position Opens: April 1, 2010
Date Position Closes: April 16, 2010
FLSA Status: Non-Exempt \$8.50-\$9.50 hourly
Hours: Part-time- average 32.0 hours per week including evenings, weekends and holidays.

SUMMARY

Manual work performing various cleaning duties in assigned areas of a specific building or office, including dusting, vacuuming, cleaning bathrooms, polishing floors and furniture, washing windows, removing trash, etc. This position works under the direction of the Building Operations Manager or the Director of Exhibits and Facilities.

RESPONSIBILITIES AND DUTIES include the following. Other duties may be assigned.

- Vacuums, sweeps, mops, dusts, scrubs, and polishes a variety of surfaces including glass, ceramic tile, wood, brick, stone, concrete, Plexiglas, formica, stainless steel, and carpeting.
- Empties trash containers and cleans restrooms.
- Vacuums, dusts, and empties trash in offices and other work areas.
- Replenishes supplies in restrooms and other designated areas.
- Climbs ladders and/or uses power lifts to replace light bulbs, clean light fixtures and remove cobwebs, etc.
- Cleans eating areas and catering kitchen using appropriate cleaning materials for use near food.
- Moves and replaces chairs, tables and other furnishings in order to clean surrounding surfaces or to clear space for events or visitors.
- Set up and take down tables and chairs for special events as needed.
- Ability to communicate using a two-way radio.

WORKSKILLS: Strong people skills, work and communicate effectively, perform manual labor. Must be dependable, punctual, and possess a strong work ethic.

EXPERIENCE: Knowledge in cleaning or custodial work

QUALIFICATIONS: Ability to work tactfully and effectively and follow both oral and written instructions. Valid Michigan Driver's License preferred.

EDUCATION: High School Diploma

PHYSICAL DEMANDS: Bending, stooping, reaching and lifting up to 50 pounds. Work from ladders at a height of 12 feet or lifts at a height of 20 feet.

WORK ENVIROMENT: Professional, business setting