



2014 - 2015

## FEDERAL WORK-STUDY JOB DESCRIPTION

**Department:** M&O

**Campus:** Cooper

**Supervisor:** Kay Brewer

### Contact Information:

**Name:** Kay Brewer

**Building:** M

**Room:** 241

**Phone:** 246-6743

**Brief Job Description:** The custodial worker performs general cleaning of campus facilities for the college. Working collaboratively with the Facilities Management Team Leader, this position works to provide clean and sanitary facilities for students, faculty, staff and the general public on a daily basis.

### Responsibilities:

#### General Duties

1. Responsible for cleaning and disinfecting restrooms, classrooms, eating areas, offices and meeting rooms.
2. Responsible for vacuuming, sweeping, and mopping floors.
3. Responsible for dusting furniture.
4. Responsible for cleaning windows.
5. Disposes of trash in a safe manner according to state and federal regulations.
6. Responsible for buffing floors.
7. Replaces light bulbs.
8. Responsible for stripping and waxing of floors.

### Preferred qualifications

1. Commitment to the mission of a comprehensive community and technical college and to personalized maintenance and operations services.
2. Personal and professional integrity.

**Number of positions: 3**