**Housekeeper/Custodian**

Status: Hourly/ Full-time

Area: Housekeeping

Supervisor: Physical Plant Office Manager

Date: July 20, 2012

**Job Summary:**

The Housekeeper will clean office, education buildings and/or residence halls.

**Duties and Responsibilities:**

1. Vacuuming carpets
2. Cleaning bathrooms
3. Sweeping and mopping floors
4. Cleaning glass & mirrors
5. Empty trash
6. Sweep porches
7. Dust furniture
8. Stock cleaning closets
9. Additional duties or job assignments as requested by the Registrar

**Knowledge, Skills, and Abilities:**

1. The ability to perform manual labor, and general problem solving.
2. The ability to communicate effectively with students, faculty, administration, co-workers and others.
3. The ability to be self motivated and display a sense of ownership in the work that is done..

**Education and Experience:**

1. Three (3) to five (5) years work experience preferred