



Title: Custodian, Nights - Westville Building Services

Requisition ID: 10586

Location:

Westville, IN, US

Date: Jul 17, 2020

Job Summary

This posting represents 4 vacancies

Assist in maintaining, or may maintain, a clean, safe, and healthy environment in University facilities. Provide custodial services for university classrooms, offices, research labs, and public spaces. In addition, one or more of the following may be an essential function of this position: (a) drive a university owned vehicle during work shift, (b) work a non-traditional schedule, see posted shift schedule, (c) learn and perform specialized cleaning procedures. May provide building access by locking and unlocking areas as scheduled by the department. May develop relationships with building occupants and respond to requests.

Able to work Mon - Thursday and Sunday. 11:00pm - 7:30am. Ability to work adjusted schedule dependent upon area of coverage. Ability to work overtime to meet the business needs of the University. Perform other related duties as requested. Must be able to travel to other PNW locations as needed.

Job Responsibilities

- Perform custodial activities, frequencies in accordance with attached standard operating procedures. Types of custodial activities include but are not limited to: Mopping, sweeping, scrubbing, stripping, waxing, and buffing floors. Disinfecting toilets and sinks. Cleaning walls and washing windows. Areas include but are not limited to: Stairwells, lounges, hallways and gym, Offices, Classrooms/Conference rooms, Laboratories, Vending/lounges, Restrooms, Library, Cafeteria/dining. Replenish restroom supplies. Safely use cleaning chemicals, load and chemical dispensers, deliver supplies to areas as needed.
- Operate and maintain power and non-power equipment including:
- Mops, shovels, brooms, pressure washers, scrubbers, power floor sweepers, shampoos, vacuums, high speed floor machines, buffers, walk behind floor machines and floor machine riders.
- Perform floor preparation, care and maintenance of public areas, which include but are not limited to entranceways, stairwells, lounges, hallways, and gym. Duties to include but not



limited to sweeping, mopping, vacuuming, stripping, waxing, buffing, scrubbing, project work and carpet cleaning.

- Provide assistance in the absence of other custodial team members to insure cleaning frequencies are met.
- Provide assistance as needed in setup of tables, chairs and other equipment to accommodate a wide variety of on campus event activities.

Education

High School diploma/GED

Experience

No experience required. Previous custodial/janitorial experience preferred.

Additional Information:

For information regarding our excellent benefits package, please visit: www.purdue.edu/benefits

Professional references will be verified prior to any offer of employment. Employment is contingent upon completion of successful background check along with a motor vehicle records check if applicable.

Purdue University Northwest is an EEO/AA employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply.

FLSA Status

Non-Exempt