



Title: Custodian, Afternoon - Building Services

Requisition ID: 10760

Location:

Hammond, IN, US

Date: Jul 14, 2020

Job Summary

Setup furniture and equipment before events. Work with event sponsor for any special needs during the event. Dismantle and return furniture and equipment to its proper storage area following the event. Inspect and report any damage to the facility or furniture, request repair, and follow up on request until completed. Maintain an accurate inventory of set up equipment available and notify supervisor of changes to the inventory and/or the need to obtain additional equipment.

Provide support to the University for office, furniture, and equipment moves.

Respond to Customer Service Calls throughout the day. Prepare service requests for other campus work units.

Report building damages, problems, and or needs to supervisor on shift. Perform clean up after floods, vandalism, fires, etc. Fill in established forms for supply orders and requests for

Perform custodial functions in assigned buildings/areas: Operate and maintain power and non-power equipment: which include mops, shovels, brooms, pressure washers, scrubbers, power floor sweepers, shampoos, vacuums, high speed floor machines, buffers, walk behind floor machines and floor machine riders. Re-lamp of light. Works with little supervision and assumes primary responsibility to meet the custodial needs of the building occupants during assigned shift Perform floor preparation, care and maintenance of public areas, which include but are not limited to entranceways, stairwells, lounges, hallways. Perform clean up after floods, vandalism, fires, etc.

Perform recycling duties which include but not limited to pick up and emptying of recycling bins throughout various building on campus. Empty all recycling material from totes and/or bins as needed.

Core Competencies

Work effectively and efficiently in that may require working individually or with others n a team-oriented environment. Maintain constructive relationships/partnerships with co-workers through positive demonstration of Facilities Services Operating Values. Be able to perform job responsibilities with direct or minimum supervision. Basic computer skills required. Communicate and provide feedback related to Work Unit, Team, and self evaluation. Must have the ability to provide excellent service to internal and external customers with excellent being defined as very strong performance that regularly exceeds expectations and potentially a few areas that are average. Valid driver's license required and must be an acceptable vehicle driver under the Purdue University Risk Management Standards. Must be able to bend, kneel, climb a ladder up to 10 ft. high, and lift up to 60 lbs. Demonstrate stable work history. Able to work Monday through Thursday 12pm . 8:30pm and Sunday 8am-4:30pm. 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.

Education

High School diploma/GED

Experience

Previous janitorial or custodian 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