

Human Resources

INTERNAL POSITION OPEN*Grand Rapids Community College is committed to a diverse and inclusive work and learning environment.*

Internal Posting – only members of CEBA may apply

Date: April 25, 2014

Title: Custodian, 2nd shift, Spectrum Theater, Learning Corner and Pre-School

Position number: 541

Work schedule: **Summer schedule** Wednesday – Sunday 5:00pm – 1:30am

Winter schedule Wednesday – Friday 5:00pm – 1:30am; and
Saturday and Sunday 7:00pm - 3:30am

Compensation: Entry level custodian, Step 1 \$12.41 – Level III \$19.18

Reports to: Facilities Building Manager

Posting closes: **May 2, 2014**

Summary: The second shift custodian's position is primarily at the Spectrum Theater; however, the position may also be required to provide support at the Learning Corner, Pre-School or at another college facility as directed by the custodial building manager. The position is responsible for maintaining the cleanliness of facilities; the surrounding external adjacent area; performing minor maintenance; and snow removal from walkways. A major aspect besides cleaning of the facility is to ensure it is open and then secured at the end of day. Additionally, the individual must be cognizant of the fire alarm and security systems.

Essential Job Functions

- Cleaning of hardwood surfaces
- Cleaning of carpeting and upholstery
- Cleaning of terrazzo and tile/linoleum floors
- Cleaning of restrooms
- Ordering of supplies/cleaning products
- Replacement of fluorescent tubes and light bulbs
- Snow removal
- Opening and securing of facilities
- Unclogging of toilets/sinks
- Identification of chemicals and cleaning fluids for appropriate tasks

Marginal (non-Essential) Job Functions

- Use of pallet jack
- Use of scissors lift
- Driving a vehicle

Job specifications

- Must be able to work a flexible schedule based on theater requirements
- Winter and summers schedules are predicated on theater scheduling and may or may not be constant

Education

- A minimum of a high school degree or GED diploma

Experience

- Five years of commercial cleaning experience, preferably in an educational environment

Skills

- Must be able to use a variety of carpet extractors (walk behind/push-pull)
- Must be able to use Taski dry foam swing scrubbers
- Must be able to operate all floor hand rotary and vibrating scrubbers
- Must be able to use and operate wet vacuums
- Must be able to use 4'; 6'; 8'; and 10' ladders
- Must be able to use carpet bonnet machines
- Must be able to use and have knowledge of all cleaning chemicals and dispensing systems
- Must be able to use gas and electric power sprayers
- Must be able to use all general use custodial equipment: mops, buckets, brooms, dusters, etc.
- Must be able to use a computer to communicate via email
- Must be able to do light electrical and plumbing work using pliers, screwdrivers, plungers, etc.
- Must be able to operate snow blowers
- Must be able to use salt spreaders
- Must be able to use man lifts and pallet jacks
- Must have a valid State of Michigan Drivers License

Mental Demands

- Be able to adjust to a flexible and changing schedule
- The ability to work with a variety of college staff personnel
- The ability to provide customer service to faculty, staff, students and the general public

Physical Demands

- Be able to lift 50 pounds
- Be able to work indoors with or without heat and air conditioning, and outside during all types of weather

Working Conditions

- Work alone
- Work during the hours of darkness
- Work indoors and outdoors
- Work with or without heat and air conditioning

Method of Application

To apply for this position, please visit our website at www.grcc.edu/jobs. Grand Rapids Community College is only accepting online applications for this position. Submit a cover letter and resume. The opportunity to apply for this position will close at **11:59PM on May 2, 2014**. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

Grand Rapids Community College is committed to a diverse and inclusive work and learning environment. GRCC creates an including learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by stated and federal law. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, Mi 49503-3295.