



MULTNOMAH  
UNIVERSITY

## EMPLOYMENT OPPORTUNITY

**Date: December 2018**

***Open until filled***

If you have questions regarding this position, please contact Katie Voigt [ktv@multnomah.edu](mailto:ktv@multnomah.edu), 503.251.6576

### **Job Title: Head Custodian**

### **Reports To: Custodial Manager**

**Mission: *Ensure an attractive, sanitary and safe environment for students, staff and visitors; perform a variety of special cleaning operations; oversee the preparation of facilities for classroom activities and campus events; oversee and support assigned custodians in the performance of their assignments; and ensure that assignments are completed in a safe, proper and timely manner.***

### **Custodial Training and Guidance**

- Actively lead team of late swing custodial staff with cleaning tasks, provide assistance and direction.
- Ensure that supplies and equipment are properly used, handled and stored.
- Clean assigned facilities in order to maintain a sanitary, safe and attractive environment.
- Consult with Custodial Manager to plan, prioritize and implement schedules for custodial activities.
- Inspect facilities to ensure safe operations, maintained in an attractive and clean condition, notifying Custodial Manager of needs.
- Identify necessary repairs to facilities and/or equipment.
- Perform minor repair to equipment, recommend equipment repair as necessary.
- Participate in meetings, trainings, and seminars to gather information needed to perform job functions.
- Perform minor maintenance building repair (plugged toilet, plugged sink) after hours.

### **Projects**

- Work with project personnel on laundry responsibilities, closet stocking as need.
- Perform carpet spot cleaning (classrooms, dining hall, etc.).

### **Special Projects**

- Bowl de-scaler/other specialty chemical use around campus
- Gym floor cleaning- maintenance between monitor's service
- Office prep/cleaning when task force assigns office moves
- Perform emergency clean up; blood spills, vomit clean up, etc.
- Perform carpet/hard-surface emergency clean up (spills/leaks, toilet overflow, vomit, blood spill).
- Assist in other areas as requested by Custodial Manager.

### **Emergency Evacuation Duties and Responsibilities**

- Report to the Executive Director of Facilities Operations at the CSS office.
- Assist with roll call of the student employees assigned, report on their locations to their housing areas.
- Send all students to location directed by Campus Safety personnel.
- Train student employees and staff in the above procedures so they can respond and proceed in a safe and orderly manner to perform their assigned functions during an emergency.

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8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

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## **Communication Skills and Work Habits**

- Communicate openly and clearly in a Christ honoring and congenial manner at all times.
- Represent Multnomah well in dress, grooming and actions with a positive servant like attitude.
- Show discernment in the use of time, demonstrating such by following written and verbal direction.
- Attention to detail, a passion for cleaning working with speed, accuracy and efficiency.
- Maintain a “seen and not heard” behind – the- scene presence.
- Encourage an atmosphere of unity and collaboration among university departments.

## **Qualifications:**

### **Job-specific Requirements:**

- High school diploma or equivalent.
- Related job experience demonstrating work ethic and teamwork.
- Excellent command/highly proficient in spoken and written English.
- A basic knowledge of cleaning equipment, products, techniques and standards.
- Basic computer skills: Ability to operate a computer and use Microsoft Outlook.
- Maintain a current driver’s license.
- Appealing personal hygiene habits.
- Ability to work flexible hours, alone without supervision, and an overnight shift.
- Ability to work effectively with people from a variety of culturally diverse backgrounds.
- Demonstrated ability to supervise and motivate.
- Have essential physical and mental capabilities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation. Support and enforce all policies, university and governmental such as OSHA rules, university health and safety regulations and guidelines, etc.

### **Preferred Qualifications:**

- Prior custodial training with 1-2 years of custodial experience.
- Commercial cleaning background with knowledge and experience of floor care practices.
- Complete Hepatitis B shot series or be willing to go through the shot series for Biohazard clean up.
- Perform general and maintenance diagnostics on custodial equipment
- Be able to lift up to 50 pounds and working loads of up to 35 pounds.
- Be able to work on a ladder (up to 16 feet).

### **General Employment Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution’s doctrinal statement.
- Employees will believe the Bible is God’s Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God’s biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.  
Generous Employee Tuition Grant available after 1 year of employment.**

**To Apply: [Click Here for Online Application](#)**

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