

Central Christian College of Kansas

Housekeeping

Status: Full time (12 months), hourly, non-exempt

Reports to: Director of Facilities

Department: Physical Plant

Effective Date: as soon as position is filled

Location: McPherson, KS

JOB SUMMARY

Housekeeping is a crucial part of the maintenance team at Central Christian College and is responsible for maintaining the cleanliness of campus buildings. This position performs or delegates janitorial work such as bathroom cleaning, floor cleaning, and trash removal. This appointment works with people from diverse backgrounds, is sold-out for the mission of the College, and has good communication and leadership skills. This role requires organizing and prioritizing projects, tasks, and employees.

EDUCATION & EXPERIENCE

- Must have High School Diploma or higher
- Knowledgeable on aspects of carpet cleaning, floor maintenance, and general cleaning methods
- Have basic math and science skills to dilute and mix chemicals
- Valid driver's license

ESSENTIAL DUTIES

- Supervises the activities part-time, temporary employees, or student workers by using both verbal and written instructions in compliance with the guidelines provided by the Facilities Director and using independent judgment in instances not covered by the guidelines.
- Ensures that custodial services meet the needs of the College and established custodial guidelines by scheduling work activities, assigning priorities, and adjusting workloads to compensate for the needs of campus.
- Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines.
- Develops an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance, evaluating individual performances to meet established standards, providing require performance evaluations on custodial personnel and making recommendations regarding the retention of new employees.
- Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants.
- Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility.
- Evaluates new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use.

- Advises the immediate supervisor on the condition of College buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs.
- Ensures that administrative records and reports regarding custodial personnel are accurate and current by reviewing employee time cards or monthly time sheets and monitoring employee absences.
- Performs daily custodial duties as needed in support of the College's mission.
- Provides continuity of custodial services by performing custodial duties directly.
- Assists with ensuring that specified contract services are provided by any contractor by inspecting the work performed and advising the immediate supervisor when shortcomings or other deficiencies are noted.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current by attending training and/or courses required by the College.
- Contributes to the overall success of the assigned department by performing other essential duties and responsibilities as assigned.
- Maintain all SDS binders
- Ensures chemical storage and disposal are in alignment with local, state, and federal regulations.
- Works individually or with other employees in performing such duties as sweeping, scrubbing, mopping, waxing, buffing, stripping, vacuuming, and cleaning carpets; Cleaning walls, inside of windows and other glass surfaces, partitions and doors in facilities using various cleaning solutions, wash towels, sponges and other cleaning products; operates vacuum cleaners and shampoo equipment and solvents to vacuum and chemically clean carpeted areas; removes litter, Removes debris and addresses fluid spills; wipes and cleans table tops, chairs and officer furniture; cleans and disinfects restrooms; manages laundry services for the department; strips, cleans, and waxes floors; performs other custodial tasks as directed by the Director of Facilities.
- Remains alert in order to correct or report any deficiencies regarding maintenance or overall presentation observed in any space
- Comply with Central Christian College of Kansas policies, procedures, and practices

SKILLS & ABILITIES

- General mechanical or technical aptitude and specific knowledge and experience in a skill, craft, or trade. The ability to perform standard procedures, operations, and/or operate specific equipment, that is required through at least two years of experience and previous training is required.
- Supervision of a work group including hiring, training, planning, and directing the work of student or part-time employees.
- Ability to work in areas that involve moderate discomfort and/or risk such as operating heavy machinery or dangerous equipment, or frequent exposure to hazardous materials. Alternatively, the work area may be subject to environmental discomfort such as poor ventilation. Loud noises, and/or extremes of heat or cold. The work often requires wearing protective gear that may be uncomfortable. The nature of the work environment may produce moderate levels of stress.
- Able to have a flexible schedule, the ability to work long days, evenings, and weekends if needed
- Ability to perform physical tasks as needed (i.e. distribution of supplies, moving furniture, transporting equipment, etc.); able to stand, stoop, crawl, crouch, kneel, bend, and regular lifting of objects over 50 pounds.
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency
- Work alone and in a team setting
- Communicate in clear and concise manner

NOTICE OF NON-DISCRIMINATION

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Print Name (Employee)

Signature

Date