Job title: Custodial Assistant

Job Function: Under the supervision of the custodial supervisor and shift leads, assist staff custodians in maintaining building interiors for sanitation and appearance. Whitworth has nearly one million square feet of facilities, which are cleaned at regular intervals. Focus areas include restrooms, offices and common areas.

Responsibilities:
Custodial
1. Assist with cleaning classrooms, offices, common areas, restrooms and other assigned spaces.
2. Cleaning tasks include washing, dusting, mopping, scrubbing, and vacuuming.
3. Clean windows.
4. Use a variety of cleaning supplies and equipment as instructed by supervisor or custodial trainer.
5. Assist in cleaning, spotting and maintaining carpets.
6. Assist in campus event set-ups and take-downs.
7. Remove debris (leaves, snow) from sidewalks up to 20’ away from building entrances.
8. Other related duties as assigned

Carpet Crew
1. Assist floor care specialist with extraction-method carpet cleaning.
3. Assist with maintenance and repair of equipment.
4. May perform other custodial duties (see above) as needed

Expectations:
1. Student employees should at all times be good representatives of Whitworth and of the facilities services department, both in the performance of their duties and in interactions with Whitworth constituents while in uniform.
2. Student employees should be present and ready to work at the assigned start time.
3. Students will comply with attendance policy requirements.
4. Student employees are responsible for personally notifying their immediate supervisor by phone (509.777.4201) when they are unable to be at work on time.
5. Student employees are responsible for parking their cars in the designated parking places and are responsible for having the proper parking sticker in place.
6. Employees are responsible for wearing PPE (provided by Whitworth) at all times as appropriate while on the job. Students must comply with the department dress code, including work shirts (provided by Whitworth), which should be worn daily.
7. Timekeeping: Hours worked must be recorded accurately in a WhitNet timecard, to be reviewed daily by your immediate supervisor.
8. Employees must take personal responsibility for remaining productive during the entirety of each daily shift.

Minimum Qualifications:
1. Ability to lift up to 40 pounds
3. Previous experience and/or knowledge of custodial methods and equipment preferred
4. Ability to maintain safe working conditions at all times, including comprehension and adherence with chemical safety precautions
5. Ability to work cooperatively as a member of a team
6. Integrity and the ability to maintain confidentiality when working in sensitive areas
7. Availability to work a variety of shifts preferred (please specify shift availability on application)
8. Ability to work independently with little direct supervision
9. Ability to pass background check