



POSITION TITLE: Custodian (multiple openings)

DEPARTMENT: Facilities Services

REPORTS TO: Manager, Custodial Services

SALARY GRADE/HIRING RANGE: 7/ \$15.00/hour

FLSA DESIGNATION: Hourly; Non-Exempt

POSITION SUMMARY:

This is a full-time, 12-month position working 40-hours a week. Whitworth Custodians perform a wide range of custodial services. Some flexibility will be needed, as the schedule may include weekend work. This position is benefits-eligible.

CORE RESPONSIBILITIES:

1. All cleaning tasks including, but not limited to: washing, dusting, mopping, scrubbing, vacuuming, buffing, stripping, waxing, and polishing in classrooms, offices, hallways and restrooms in various buildings including administrative, academic, service, resident halls, athletic facilities, etc.
2. Use of a variety of cleaning supplies, materials, and equipment to perform the required duties.
3. Move furnishings, equipment and other items as required.
4. Shovel snow and remove ice from sidewalks up to 20 feet from building entrances.
5. Maintain inventory levels
6. Identify and submit work orders through electronic and/or written documentation
7. Provide strong customer service to all constituents of Whitworth University including but not limited to employees, students, guests and vendors.
8. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- A high degree of integrity and trustworthiness.
- The willingness and availability to work an evening and or weekend shift.
- Working knowledge of custodial methods and the proper use of supplies, materials and equipment.
- A positive and professional attitude as a member of the Custodial Services Team.
- Flexibility and curiosity to learn new tasks and procedures.
- Capable of working independently with little direct supervision.

A commitment to the application of safe work practices in all working environments.

MINIMUM QUALIFICATIONS

- **Education:** High school diploma or GED
- **Experience:** Six months experience in building or institutional custodial work, preferred.
- **Licenses or Certifications:** A valid driver's license is preferred.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- A commitment to diversity, equity and inclusion.

- Physical ability to perform all duties of the position with or without an accommodation, including lifting and pulling up to 50 lbs.

ADDITIONAL REQUIREMENTS: A background check, sexual misconduct check and post hire physical will be required of the successful candidate. A resume, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required. **All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

About Whitworth:

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

Our Benefits:

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.