

EXEMPT/NONEXEMPT: Nonexempt

ORGANIZATIONAL GROUP: Thaddeus Stevens College

DEPARTMENT: Custodial Services

SALARY: \$14.25/ hour

PAY GRADE: ST Pay Level 02

Position Vacancy Announcement

Thaddeus Stevens College of Technology is seeking a Custodian Worker 1 to provide safe, clean, and healthy environments throughout campus. Multiple positions available, with shifts consisting of Monday through Friday; 6:00 a.m. - 11:00 a.m. or 3:00 p.m.- 8:00 p.m.

How to Apply

Application materials must include a cover letter and a current resume. Send applications to Heather Burky, Attention: Custodial Worker 1, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and postings will remain open until the positions are filled. Thaddeus Stevens College of Technology will give priority to applications received by February 19, 2021.

Mission Statement

Thaddeus Stevens College of Technology educates Pennsylvania's economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever changing workforce and for full effective participation as citizens.

Why Join Thaddeus Stevens College?

Thaddeus Stevens College of Technology is a residential, two-year technical college that serves economically disadvantaged as well as tuition-paying students. The college prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce.

Responsibilities*

Duties including but not limited to:

- Floor work including vacuuming, sweeping, scrubbing, stripping, waxing and buffing
- Clean all areas of assigned area within facilities and provide service to all horizontal and vertical surfaces including glass, walls, ceilings and light fixtures. Working at elevated heights is sometimes required
- Clean, sanitize and disinfect all restroom surfaces and restock paper and soap supplies
- Cleans building exterior to include sweeping walks to curb and pressure washing
- Use of commercial cleaning equipment
- Trash removal both inside and around the exterior of the building
- Moving of furniture, supplies and equipment
- Report and communicate repair needs for buildings and equipment
- Ability to communicate effectively and interact with people of all ages and diverse backgrounds

- Position is required to perform a high level of physical activity including positioning self to move objects
- Performs routine maintenance to custodial equipment and supplies
- Maintains supply closet and requests supplies as needed
- Removes snow from walkways, driveways, and parking lots; salts or sands as required; may use motorized snow removal equipment
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- Observes and reports hazardous conditions
- Perform other job-related duties as assigned and directed

Required Qualifications*

- Must be able to read, write, speak and understand English and be able to follow instructions.
- Must have a positive attitude with good customer relation skills.
- Must be able to perform a wide range of physical activities including pushing, pulling, lifting, bending, kneeling, reaching, etc.
- Must not have any type of lifting restrictions.
- Must be a team player, able to prioritize work.
- Must be able to perform all tasks listed on the Custodial Job Description.

Work Schedule

This position is 25 hours per week / Days / Monday through Friday / 6:00am-11:00am or 3:00pm-8:00pm shifts available.

This position is designated as an Essential Employee. In the event of a campus emergency, special event, closure to maintain campus safety or building operations, this position may be required to work outside of regularly scheduled hours.

May work occasional overtime on weekends and peak periods of operation.

Union Affiliation

This position is covered under the collective bargaining agreement between the Thaddeus Stevens College and the AFSCME union, which contains and settles all matters with respect to wages, benefits, hours and other terms and conditions of employment.

TSCT EEO/AA Statement

Thaddeus Stevens College is an equal opportunity/affirmative action employer.

Minimum Qualifications

No previous experience and training required. Ability to read, understand, and follow work related instructions, including safety procedures and directions on mixing chemicals. Requires interpersonal skills with the ability to communicate effectively and interact with people of all ages and diverse backgrounds.

Essential Functions:

- Performs all general cleaning duties in assigned areas within established guidelines to provide a clean, sanitary environment. Clean all areas of assigned area within facilities and provide service to all horizontal and vertical surfaces including glass, walls, ceilings and light fixtures. Duties include trash removal-both recycling and waste, dust mopping, sweeping and wet mopping floors; vacuuming and spot cleaning carpets; cleaning of glass, whiteboards and chalk boards; spot cleans walls, fixtures and ledges; dusts and damp wipes.

- Performs daily cleaning and sanitizing of restrooms, to include trash removal, cleaning of toilets, urinals, sinks and fixtures, exposed plumbing pipes, door handles and kick plates, walls, partitions and mirrors. Replenishes restroom supplies.
- May be required to perform custodial duties to the immediate exterior of the entrance to assigned buildings.
- Uses chemicals and equipment consistent with established safety standards and practices.
- Maintains custodial closet, chemicals and equipment. Reports the need for equipment repairs.
- Moves and replaces furniture as needed.

Working Conditions

Thaddeus Stevens College, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 50 pounds), high climbing, bending, working in awkward positions handling equipment and materials.

There are conditions, equipment and materials present which require proper handling to ensure safety. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant.

Any combination of overtime, shift work, weekend and holiday work may be required.

This position may be designated as "Essential" and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies. In the event of a campus emergency, special event, closure to maintain campus safety or building operations, this position may be required to work outside of regularly scheduled hours.

Work schedule is Monday through Friday; 6:00 a.m. - 11:00 a.m. or 3:00 p.m.- 8:00 p.m.

This is a bargaining unit position.

Conditions of Employment

Successful candidate is subject to a pre-employment screening which includes a review of criminal records and reference checks.

Only United States (U.S.) citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Federal law requires proof of your authorization to work in the United States. You will be required to provide proof of your identity and employment eligibility within three (3) days of employment.