



Student Employee Job Description

Position Title	Student Campus Custodian - Summer 2021		
Date Updated	3/4/21		
Dept Name	Custodial Services	Dept #	714
Contact	Katie Voigt	Email	ktv@multnomah.edu
Weekly Hours	40 hours		
Primary Physical Working Conditions	Common Area/Conference Room	Primary Location	Portland Campus
Position Summary	To provide custodial services to active buildings on campus during the summer break. In addition, provide deep cleaning to assigned areas, possible routine service to residence halls. As needed, provide cleaning service to residence halls for events, that may or may not occur over weekends through the summer.		
Responsibilities			
To perform routine or deep cleaning during the summer months, which may nor may not include weekend work			
To perform routine cleaning, as needed for Residence Halls during summer months/outside events			
Stock supplies, assist with inventory control			
Clean laundry rooms, perform laundry duties			
Operate machinery necessary to perform job, including vacuum cleaners, buffing machines, extractors, etc.			
Attend to emergency clean ups when necessary			
Perform preventative maintenance on Custodial equipment as needed			
Safely operate all vehicles and other job related equipment			
Follow all safety rules and regulations			
Use ladders when required for work assignment			
Initiate work orders for repair/maintenance needs			
Skills and Experiences gained from this position			
Team work			
Knowledge of OSHA safety rules and regulations as it pertains to Custodial Services			
Qualifications			
Prior cleaning experience preferred, but not required			
Clean driver's record- must be able to drive motor pool vehicles			
Ability to work alone without supervision			
Be able to lift up to 40 pounds and working loads of 30-35 pounds			
Be able to work on a ladder (up to 16 feet)			
Ability to work flexible hours as required, weekends, evenings as needed			
General Expectations for all Student Employees			
Communicate with Co-Workers			
Have good customer service			
Follow through on tasks and details			
Communicate with Supervisor			
Manage time and prioritize while at work			
Be on-time to work			
Eligibility / Restrictions			
Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks			
Must be enrolled at least half-time to be eligible for this position			
Apply			
Online Application			

Contact Katie Voigt

Email ktv@multnomah.edu