



EMPLOYMENT OPPORTUNITY

Date: May 2021

Open until filled

If you have questions regarding this position, please contact Katie Voigt ktv@multnomah.edu 503.251.6576

Job Title: Custodial Operations Assistant

Reports To: Custodial Manager

Mission: Assist Custodial Manager with operations and custodial department.

Primary Responsibilities:

Semester Crew Oversight

- Maintain a consistent professional, courteous attitude with campus residents, co-workers and the public.
- Assist with safety training of all new staff/students and returning students.
- Input work requests from custodians.
- Ability to enter residence halls at any time for inspections to stock closets and do cleaning and repairs.
- Fill in where and when needed on a limited basis.
- Disseminate assignments to crew in Head Custodian's absence.
- Maintain custodial warehouse: receive stock, inventory, laundry, maintain safe and clean work environment.
- Ensure adequate supplies in residence halls and service equipment as needed.
- Sign off on CSR's and fill as needed.
- Mix chemicals as needed for stock of spray bottles and carboys following all proper procedures.
- Assist with closet inspections and quality inspections.
- Assist in work during school breaks (Christmas/Spring) when crew is low.
- Set up "stock" lists during break for all closets.
- Perform preventative maintenance on all assigned custodial equipment.
- Other duties as assigned.

Special Custodial Projects

- Work with Campus Safety after hours assisting in emergencies (flooding, biohazard clean up, etc.).
- Assist custodians as needed.
- Maintain warehouse inventory/parts, inventory supplies monthly and provide to Custodial Manager.
- Assist project crew as needed providing them direction and support.

Administrative Support

- Track custodial supply use.
- Maintain custodial operations documents (Checklists, Custodial Manual, Equipment Service Manual, etc.).
- Update/maintain Inventory/Stock lists, generate weekly for the projects crew.

Summer Events – Coordinate on the service needed for all summer events (MU events and campus rentals)

- Residence Halls – linens, public areas, restrooms, initial room set-ups.
- Room exchange/turnover based on groups needs.
- Classroom/dining hall/public areas of various buildings -routine cleaning.
- Transition days and/or weekends between groups.
- On call for miscellaneous summer events support.

Summer Office Related Duties

- Assist Custodial Manager with documents, materials for summer crews.
- Assist Head Custodian with inspections of work areas.
- Prep custodial closets for opening of the academic year.

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

Summer Responsibilities

- Assist with safety training of crew, including PowerPoint updates, grading, and tracking documentation.
- Assist the crew with daily needs: supplies, parts, equipment, making store runs for supplies as needed
- Inventory of summer usage on supplies.
- Disseminate assignments to crew in Head Custodian's absence.
- Mix chemicals for all crews – following all procedures, stocking all locations/crews, as needed.
- Maintain laundry for the deep cleaning and routine crews.
- Train and monitor use of carts for custodial department.
- Assist crew in accurate and complete stocking during summer months and prep for campus opening.

Communication Skills and Work Habits – *Maintain a Christ-like testimony in all aspects of the job.*

Emergency Evacuation Responsibilities – *Serve as needed in the event of a disaster or emergency on campus.*

Qualifications:

Job-Specific Requirements:

- High school diploma or equivalent.
- Related job experience demonstrating work ethic and teamwork.
- Excellent command/highly proficient in spoken and written English, ability to effectively communicate.
- A basic knowledge of cleaning equipment, products, techniques and standards.
- Working knowledge of Microsoft Excel and Word, PowerPoint and Publisher.
- Valid driver's license.
- Appealing personal hygiene habits.
- Ability to work flexible hours as required, weekends as needed for special events.
- Ability to work alone without supervision, a self-starter.
- Understanding of cleaning requirements in each building.
- Understanding of use of chemicals and cleaning supplies.
- Understanding of necessary training required for custodians.
- Have essential physical and mental capabilities in the following: interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation. Support and enforce all policies, university and governmental such as OSHA rules, university health and safety regulations and guidelines, etc.
- Positive, servant like attitude.
- Ability to work effectively with people from a variety of culturally diverse backgrounds.
- Ability to perform general and maintenance diagnostics on custodial equipment.
- Able to lift up to 50 pounds and working loads of up to 35 pounds.

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.
A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply, find the application link here: www.Multnomah.edu/Careers

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