

WARTBURG COLLEGE POSITION DESCRIPTION

Position Title: Second Shift Cleaning/Maintenance Staff

Preparation Date: December 21, 2018

Function of Position:

Responsible to the Director of Maintenance and Cleaning for cleaning rooms, floor surfaces, restrooms, entries, hallways, common areas, laundry rooms, kitchenettes or other designated areas and performs general maintenance work to include electrical, plumbing, snow removal and other cleaning/repairs. The principal duties are especially relevant to the academic year. Work may be performed in multiple assigned buildings. Summer responsibilities will involve work in a variety of campus buildings and assistance with preparing for and cleaning up after camps, conventions and events. Incumbents may work with students, team members, college employees and guests of the college, treating all with respect.

Principal Duties and Responsibilities:

1. Clean according to the defined O&M standards. Assigned areas could be in residence halls, academic or administrative buildings, or other college owned buildings.
2. Utilize authorized cleaning products and notify the O&M Office Coordinator when supplies are needed.
3. Clean drinking fountains, water plants, and address other unique needs.
4. Assist in cleaning of areas other than assigned core area when needed.
5. Provide training and supervision to assigned students. Utilizing the procedures outlined for student employees, assist in creating a positive work experience for student employees.
6. In addition to cleaning, summer responsibilities may include transporting linen and making beds; assisting with moving furniture.
7. Work collaboratively with general maintenance, trades and cleaning staff on assigned tasks.
8. Assist with performing event setups and teardowns as needed.
9. Fill in for snow removal as needed.
10. Perform basic plumbing work.
11. Perform basic electrical work. Although not inclusive, this includes changing outlets, switches, lights, ballasts, etc.
12. Perform basic carpentry work.
13. Monitor and perform basic repairs of building climate controls for boilers, fan coils, HVAC units, hot water heaters, chillers, pumps, air compressors, etc.
14. If applicable, operate, repair and maintain building specific equipment (e.g. variable voltage power units, gas valves, lab top benches, ice machines, etc.)
15. Repair washers, dryers, screens, blinds, vacuum cleaners and windows.
16. Check fire alarm, emergency lights and fire panels. Investigate and report roof leaks.
17. Clean outside areas directly around buildings and remove snow and ice.
18. Remove trash and recycling from designated receptacles.
19. Perform floor restoration duties as scheduled.
20. Perform duties related to event setups and teardowns as needed, which includes moving furniture.
21. Effectively utilize the work order system and respond to assigned tasks in a timely manner.
22. Fill in for cleaning staff and general maintenance staff as needed.
23. Perform other duties as assigned.

Supervision:

The employee proceeds alone on routine work following pre-established standard practices. Questions are referred to the supervisor. Work schedules and priorities are primarily determined by the supervisor.

Minimum Qualifications:

Basic oral, written and math skills, One year or more prior related experience, Ability to lift up to 50 pounds and ability to work with arms above shoulder height. This position will need to be flexible but normal hours are 1:00pm to 9:30pm Monday through Friday. This position will currently be on-call, along with the other staff, for approximately 4 weekends a school year. There will be special events that will require additional time which may include nights and weekends.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.