JOB DESCRIPTION

INFORMATION

Job Title:	*Custodial Services*	**EEOC Job Classification**	Laborers and Helpers
		FLSA Classification	Non-exempt
Department:	Facilities	**W/C Classification**	9101 – Labor
Reports To:	Director of Finance and Operations	**Compensation**	$18.00 - $20.00/hour

SUMMARY

Advance the mission and vision of TMUS by ensuring the overall upkeep, cleanliness, and maintenance of the TMS Office building(s).

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clean and keep the building and offices in an orderly fashion.
- Perform routine maintenance activities and heavy cleaning duties including sweeping, mopping, scrubbing, and vacuuming floors.
- Gather and empty trash in closed and open offices.
- Scrub, sanitize, and supply restroom facilities, promptly reporting any plumbing issues observed.
- Dust furniture, walls, and equipment in all offices.
- Occasionally clean windows, mirrors, and partitions with soap and other cleansers.
- Mix cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follow procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Clean and polish fixtures and furniture.
- Shampoo or steam-clean carpets and rugs.
- Help manage inventory of cleaning supplies.
- Notify manager of the need for repairs or additions to building operating systems.
- Perform other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Comply with all TMUS occupational hazards safety policies.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience preferred.
- Knowledge of standard cleaning methods and procedures.
- Background in handling, mixing, and using cleaning chemicals preferred.
- At least one years' experience in a custodial role. Experience in higher ed preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.
- Ability to perform repetitive motion for long periods of time.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.