JOB POSTING
OFFICE OF HUMAN RESOURCES
September 7, 2021

POSITION: Day Custodian

DEPARTMENT: Facilities

DIVISION: Administrative Services

HOURS: Full-Time, 40 hours per week, Mon-Fri, 6:00 a.m. to 2:30 p.m.

GENERAL DESCRIPTION:
Complete daily cleaning duties of all College buildings as assigned and scheduled by the supervisor to which one is designated to report to.

SPECIFIC RESPONSIBILITIES:

1. Sweep, mop, and scrub floors, stairs, and other surfaces.
2. Strip and wax or polish floors using heavy (industrial type) floor powered scrubber and buffer.
3. Vacuum carpets in offices and public areas.
4. Shampoo carpets periodically using shampooing/extraction machine.
5. Clean and dust furniture, computers and whiteboards, etc.
6. Clean and service public restrooms.
7. Clean public kitchens.
9. Clean windows, windowsills, mirrors, and all other glass surfaces both interior and exterior
10. Empty trash receptacles and insert new trash liners. Remove collected trash to dumpster for disposal.
11. Clean vacated dorm room, bathrooms, lounges and public areas during trimester breaks.
12. Clean and scrub gymnasium floor, Aerobics Room floor and Fitness Room floors
13. Clean and sanitize Fitness Room equipment.
14. Collect recycling
15. Report items that are in need of repair (doors, furniture, lights, toilets, etc.), and conditions that present a hazard to the College community and its visitors.
16. Use cleaning products as instructed according to the manufacturer’s instructions.
17. Use personal protective equipment as required by product instructions, OSHA and any other regulatory agency requirements, or as instructed by supervisory personnel.
18. Other duties as assigned.
EQUIPMENT USED:
* All cleaning equipment, including but not limited to, brooms, mops, scrubbers, buffers, burnishes, vacuum cleaners, shampooer/extractor, dusters, etc.

SAFETY EQUIPMENT:
* Safety equipment includes, but is not limited to:
  - Rubber gloves
  - Latex gloves
  - Safety glasses
  - Face shield or safety glasses
  - Rubber boots
  - Safety shoes (as needed)

QUALIFICATIONS:
1. Must have the ability to read and write and follow oral and written instructions.
2. Some experience desirable.
3. Prefer a high school diploma or equivalent.
4. Must have dependable transportation.
5. Must be able to lift up to 50 lbs., and work for extended periods of time on feet.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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