NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
August 25, 2015

POSITION: Part-Time Custodian

DEPARTMENT: Facilities

DIVISION: Finance & Administrative Services

HOURS: 20 hours per week
Mon, Tues & Wed- 11:30 a.m.- 3:30 p.m.
Saturday & Sunday- 5:00 a.m.- 9:00 a.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, using light and heavy floor machines and attachments.
2. Scrub, strip, and polish floors using heavy (industrial type) floor powered scrubber and buffers.
3. Vacuum carpets in offices and public areas.
4. Shampoo carpets periodically using shampooing/extraction machine.
5. Clean and dust furniture, exhibit cases, pictures, whiteboards, etc.
6. Clean and service restrooms.
7. Remove, wash/clean and replace venetian blinds.
9. Clean windows, window sills, 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. Move heavy furniture, supplies and miscellaneous equipment as needed or directed.
12. Collect recycling
13. 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.
14. Use cleaning products as instructed according to the manufacturer’s instructions.
15. Use personal protective equipment as required by product instructions, OSHA and any other regulatory agency requirements, or as instructed by supervisory personnel.
16. 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: Must have the ability to read and write, and follow oral and written instructions. Some experience desirable. Prefer a high school diploma or equivalent. Must have dependable transportation. Must be able to lift up to 50 lbs., and work for extended periods of time on feet.

NOTE (Day Custodians Only): Due to the driving/ travel requirements, this position is subject to the College’s Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

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

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

New York Chiropractic College is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.