**JOB DESCRIPTION**

**Position: Sanitation Custodian (NON-STUDENT POSITION)**

### Department: Facilities

**Location: Corvallis Main Campus Store**

**Status: C (Part-time); non-exempt; hourly**

**This position can be a student, however, this position does not have the same flexibility around class schedules as our student (temporary/seasonal) positions do.**

**In a continued effort to ensure the safest, sanitary environment in our campus store during daytime hours, we are looking to add additional cleaning team that focuses on the daily sanitation/cleaning needs of the organization. This position’s primary schedule will be during business hours to ensure real time sanitation needs are monitored and addressed.**

**Responsibilities:**

1. Assisting in the stores objective to have daytime environment that is safe, sanitary and maintains a great experience for our customers.
2. Contribute to a positive work environment with a positive, professional demeanor and contribute to the overall team effort by being dependable and on time.
3. Follow work methods, practices and procedures for completing job assignments.
4. Follow company policies and procedures related to the job assignments and enforces safety rules and regulations.
5. Performs minor or routine maintenance on custodial equipment as assigned.
6. Ensures the appearance of the site’s grounds are within standards based on guidelines of the Facilities Coordinator.
7. Performs cleaning, and sanitation duties such as sweeping, mopping, vacuuming, stripping, waxing, and buffing floor surfaces, cleaning restroom areas, touchpoint surfaces, and replenishing paper supplies, wipes, sanitizers and soap as necessary, cleaning windows, walls, woodwork, blinds and light fixtures, dusting and cleaning desks and other furniture and emptying trash receptacles.
8. Use appropriate protective gear as required for the position and by company policy, or as directed by state or federal government orders and regulations.
9. Ensure timely, consistent, quality work is achieved.
10. Work participate in enhanced cleaning and sanitation needs during high volume days like RUSH and football game days, addressing high traffic areas during the day that may need extra attention.
11. Performs other duties as assigned.

**Minimum Qualifications**

1. 1-2 years cleaning or janitorial type experience.

**Required Knowledge, Skills and Abilities**

1. Proven ability to effectively communicate in a professional manner
2. Proven ability to clean, sanitize and maintain health and safety standards in a retail/work environment setting.
3. Ability to work flexible schedules including evenings and weekends to meet the needs of the store.
4. Demonstrated ability to work within a team environment.

**Preferred Qualifications**

1. Knowledge of current safety and sanitation recommendations
2. Experience working high volume, extremely busy environments

**Physical Demands:**

1. Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, reaching forward. Must be able to lift and and/or carry 25lbs.
2. Ability to read cleaning instructions
3. Ability to differentiate between cleaning products and uses

***Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties, which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.***

**By signing below, you acknowledge that you have read and understand the expectations of your position.**

**Employee Signature Date**