



Campus Service Worker (7:30am-3:30pm)

Position #22-042

Pay Grade

01, Non-exempt, WVU Parkersburg provides competitive wages for its employees and takes experience and related education into consideration when determining appropriate salary. Learn more about the salary structure at: <https://www.wvup.edu/wp-content/uploads/2021/09/Salary-Structure.pdf>

Benefits

WVU Parkersburg offers a comprehensive benefits package. Learn more about available benefits at: https://www.wvup.edu/wp-content/uploads/2022/01/Benefits-at-a-Glance_2022.pdf

To Apply

Submit an Employment Application packet and an unofficial copy of your college transcripts (if applicable). The Employment Application packet is available via www.wvup.edu/jobs. WVUP is an Equal Opportunity/Affirmative Action institution.

Function/Summary

The Campus Service Worker is responsible for the overall cleanliness and general upkeep of the campus.

Minimum Qualifications

Education: High school graduate or equivalent

Experience: 6 months institutional housekeeping (preferred)

Knowledge, Skills & Abilities

- Ability to read, write and perform simple mathematical calculations.
- Ability to comprehend, follow simple oral and written instructions.
- Ability to learn custodial methods, procedures, and safety principles.
- Working knowledge to operate commercial cleaning equipment.
- Ability to learn to operate a computer for inter-office communications and college operations.
- Ability to meet attendance and punctuality requirements.
- Ability to work independently or as a team member.

Duties/Responsibilities

Frequency: Duties:

90%

Custodial

- Empty and clean waste receptacles, maintain floors by sweeping, mopping, and vacuuming when necessary; perform duties such as dusting and cleaning heating/air conditioning vents/light shades, and recycling.
- Perform duties such as stripping, sealing, and waxing tile floors in offices and hallways.
- Maintain the cleanliness of carpeted areas by means of commercial carpet cleaning extractors and vacuum cleaners.
- Evaluate and clean vestibule, windows and outside walks when needed.
- Clean and maintain custodial equipment when not in use.
- Restock and rotate custodial supplies in designated area.
- Clean, sanitize and restock restrooms daily.
- Dust and polish all furniture, desks, tables, and cabinets in offices. Move furniture as needed to perform other duties.

10%

Other

- Assist with general services: set-up for special events, moving furniture, etc.
- Assist with landscaping duties including mowing, trimming, snow removal, salting, etc.
- Other duties as assigned.



Posted

05/06/2022 and will remain active until filled with preference given to applications that are received by 05/23/2022.