

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

### **Custodial**

Position # 24-031

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

#### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

#### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

#### **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:

- Six months institutional housekeeping (preferred).

Licensure:

- N/A

#### **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**

| <b>Frequency:</b> | <b>Duties:</b>   |
|-------------------|------------------|
| <b>90%</b>        | <b>Custodial</b> |

|            |  |
|------------|--|
|            | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Perform duties such as stripping, sealing, and waxing tile floors in offices and hallways.</li> <li>• Maintain the cleanliness of carpeted areas by means of commercial carpet cleaning extractors and vacuum cleaners.</li> <li>• Evaluate and clean vestibule, windows and outside walks when needed.</li> <li>• Clean and maintain custodial equipment when not in use.</li> <li>• Restock and rotate custodial supplies in designated area.</li> <li>• Clean, sanitize and restock restrooms daily.</li> <li>• Dust and polish all furniture, desks, tables, and cabinets in offices.</li> <li>• Move furniture as needed to perform other duties.</li> </ul> |
| <b>10%</b> | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Assist with general services: set-up for special events, moving furniture, etc.</li> <li>• Assist with snow removal, salting, etc.</li> <li>• Other duties as assigned.</li> </ul>  |

**Posted**

01/24/2024 with an application deadline of 02/07/2024.