

## **Ozark Christian College Custodian Job Description**

- Position Title: Custodial Worker
- Department: Physical Plant Department
- Reports to: Custodial Supervisor, Physical Plant Director
- Full-time
- Hourly non-exempt salary

**The mission of the Physical Plant Department is to operate, maintain, and renew campus facilities in order to provide clean, safe, healthy, attractive, and productive environments for the learning and living of students and the teaching and working of staff. *Institutional Goals supported by Department: IG 3, 5***

### **A. Summary**

The full-time custodial worker will work under custodial supervision and is responsible for cleaning areas in office buildings, residence halls, or other areas requiring specific cleaning techniques and/or methods. This position is governed by departmental procedures and institution policy.

### **B. Primary Duties and Responsibilities**

1. Clean and shampoo carpets
2. Strip floors of finish. Refinish and buff as needed
3. Clean areas requiring special cleaning methods by use of specific cleaners, sterilized equipment and/or disposing of contaminated wastes
4. Maintain cleaning equipment and makes minor repairs
5. Clean walls, windows, and window sills as needed
6. Notify supervisor of maintenance about repairs as needed
7. Perform related responsibilities as required or assigned
8. Follow daily work process

### **C. Required Skills and Abilities**

1. Ability to follow directions
2. Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
3. Ability to work under little supervision
4. Decision-making skills
5. Problem-solving skills
6. Strong and effective verbal and listening communication skills
7. Time management skills

### **D. Minimum Education and Experience Requirements**

1. High school diploma
2. One year custodial experience a plus

## **E. Work Environment and Physical Requirements**

- Work is performed primarily in an indoor environment, with occasional travel from site to site
- Exposure to dust, grease, odors, and cleaning agents
- Work hours include shift work in order to minimize disruption of daily operational activities
- Primary functions require sufficient physical ability necessary to walk and stand for prolonged periods of time
- Stoop, bend, kneel, crouch, climb, reach and twist, regularly push and pull, lift and/or carry light to moderately heavy objects and occasionally objects over 45 pounds
- Ability to operate equipment

**To apply, send a resume, cover letter, and OCC application to [hr@occ.edu](mailto:hr@occ.edu).**

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### ***CAMPUS SAFETY***

*In compliance with the Clery Act, Ozark Christian College publishes annual reports containing information about crime prevention, reporting policies, crime statistics and other safety and security-related information. The College also maintains daily crime and fire logs. To view OCC's Annual Security and Fire Safety Report go to [occ.edu/security](http://occ.edu/security). Hard copies are also available upon request at the Ozark Christian College Student Affairs Office (1111 North Main Street, Joplin, MO 64801).*

### ***EQUAL EMPLOYMENT OPPORTUNITY PROVIDER***

*Ozark Christian College is affiliated with Christian churches and churches of Christ. Its mission is to train men and women for Christian service. The college seeks to educate and hire individuals who share its core values to accomplish its mission. It is the intent of the college to create and promote a diverse workforce consistent with its stated goals and mission.*

*It is the policy of Ozark Christian College not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission and access to educational opportunities, programs, activities, or employment as applicable to ministries in section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975, as amended and implementing regulations.*

*As a religious educational institution, Ozark Christian College reserves the right to make employment decisions based on religion, marital status, or sex consistent with the college's religious beliefs. Further, as a Christian ministry, the college has the right to select those who serve in ministerial positions based on criteria established by the college.*