Title: University Center Custodian  
Department: Student Affairs  
Reports to: Assistant Director of University Center  
Appointment: Academic year 2013-14  
Classification: Level 2  
Remuneration: Hourly wage: $7.75 per hour, averaging 10-12 hours per week.

Position Summary
The University Center Custodian position is an undergraduate student employee working for the University Center. The University Center Custodian staff provides basic custodial duties of common areas in the building. This position requires evening and weekend hours.

Responsibilities
A. Provide all custodial services including cleaning, recycling, and other duties as assigned, including occasional set up and support of the Event and Tech Staff as needed.
B. Greet and direct users and visitors of the University Center.
C. Implement and make suggestions for improvement of University Center operational policies and procedures to ensure increased efficiency of the University Center and satisfaction of users.
D. Provide information and answer inquiries regarding all programs and resources for the Campus and the University Center.
E. Function independently in all phases of the University Center operation in the absence of professional staff.
F. Serve as a resource for users of materials available in the University Center.
G. Other projects as directed by professional staff, Lead Custodians and Building Managers.

Qualifications and Conditions of Employment
A. Must be enrolled as a student during the period of employment.
B. Minimum cumulative grade point average of 2.0 or higher before and during employment.
C. Must possess the physical strength and stamina to perform required work including being able to bend, stoop, kneel, move furniture, and work on one’s feet for long periods of time.
D. Must be able to attend all training and be available to cover On-the-Job-Training shifts through the start of the academic year.
E. Must attend bi-weekly custodial staff meetings. Dates to be determined.