Title: University Center Lead Custodian
Department: Student Affairs
Reports to: Director of University Center
Appointment: Academic year 2011-12
Classification: Level 2
Remuneration: Hourly wage: $8.50 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. Supervise the University Center Student Custodial Staff.
C. Greet and direct users and visitors of the University Center.
D. 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.
E. Provide information and answer inquiries regarding all programs and resources for the Campus and the University Center.
F. Function independently in all phases of the University Center operation in the absence of professional staff.
G. Serve as a resource for users of materials available in the University Center.
H. Other projects as directed by professional staff and Building Managers.

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time 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. Fall training begins on August 28, 2011. Spring training is on January 22, 2012.
E. Must attend bi-weekly Custodial Staff meetings and bi-weekly Lead Custodial meetings. Dates to be determined.

This position is appointed by the University Center Professional Staff. Offers will be given by March 23, 2011. The deadline to accept this position is March 25, 2011.