JOB DESCRIPTION

POSITION TITLE: Floor Tech / Custodian

JOB CLASS: Staff
SUPERVISOR: Custodial Supervisor

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Facilities Management

POSITION OVERVIEW:
Perform a wide range of both floor care and custodial tasks involving the use of floor care equipment, materials and required chemicals. Incumbent provides the labor and tasks to assure that University buildings are maintained in a clean, sanitary, safe, orderly and professional manner consistent with contemporary housekeeping standards of good practice. Position entails manual labor associated with the routine and project type cleaning of University facilities.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
- High school diploma or GED preferred, reading and writing ability at tenth-grade level required; supplemented by one (1) year of experience in custodial work, experience in a multi-building custodial environment preferred; or an equivalent combination of experience and training.
- Must possess and maintain a valid State of Florida driver’s license and an insurable driving record.
- Ability to understand and carry out written and oral instructions and to perform routine custodial duties without immediate supervision.
- Ability to use a variety of cleaning chemicals in a safe manner, according to manufacturer’s specifications.
- Ability to operate carpet vacuums, floor machines, carpet extractors, wet/dry vacuums, pressure washers, propane buffers, high-speed buffing equipment and associated cleaning tools and other power equipment.
- Ability to apply recognized standards of good practice relevant to matters of safety, security and custodial techniques.
- Ability to effectively plan and coordinate multi-task requirements and meet self and pre-imposed objectives and deadlines.
- Ability to establish and maintain effective working relationships with co-workers, students and University community.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Performs miscellaneous custodial tasks associated with general cleaning including trash removal, dusting, spot-cleaning, furniture cleaning, glass cleaning, damp wiping, disinfection, and the like.
- Primarily performs various floor cleaning tasks such as dust mopping, scrubbing, vacuuming, spot removal from carpets, shampooing, spray buffing, burnishing, stripping, resealing, waxing and refinishing floors.
POSITION TITLE: Floor Tech / Custodian

- Cleans and disinfects restrooms, including fixtures, showers, tubs, walls, ceilings, and floors. Replenishes paper products and soap. Scrubs floors, pressure wash walls, and the like.
- Moves furniture, reports needed repairs and performs other duties related to custodial work of a project nature.
- Reports hazardous conditions and facilities in need of repair.
- Responds to student and other user groups' issues and concerns in a supportive, professional, timely and problem-solving manner.
- Participates in total quality management (TQM) training, maintains the skills necessary to utilize the TQM process, and participates on quality improvement teams as assigned.
- Maintains a working knowledge of custodial work methods, supplies and equipment, and implements same in a cost effective manner.
- Establishes and maintains effective working relationships with fellow employees, students and the University community.
- Abides by and complies with University policies and procedures.
- Performs special and other assignments as directed.
- Performs other site and position specific functions as assigned.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu.
Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.