

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Custodian

Date: September 22, 2015

Status: Full time; Non-Exempt hours 7:00-3:30

SUMMARY: Keeps assigned areas of the University's buildings clean, including windows, floors, and restrooms. Must also be able to work in anatomy lab/near cadavers.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Perform daily general cleaning, consisting of the following:

Emptying trash.

Dusting or wiping of desktops, workstations and eating tables.

Dust mopping or broom sweeping of floor and wet mopping for dust control, being sure to clean corners.

Vacuuming of all carpets and doormats to a highly presentable condition. Broom sweeping of carpets in high or moderate traffic areas is not acceptable.

Treating all carpet spills with an acceptable cleaner immediately and notifying supervisor at the end of the shift about the room in which the spill occurred.

At start of shift maintain restrooms by cleaning all fixtures such as sinks / counter tops, toilets, urinals, hand dryers, shelves, mirrors, sanitary waste holders, tissue

holders, towel dispensers, spot mop floors, walls, wipe all chrome and stainless, spot clean dividers, restock paper. Before end of shift clean restrooms as described above including complete mopping of floors with a germicidal solution. Also restocking of supplies as needed to be ready for next day's events.

Cleaning and washing all chalkboards and rails.

Sweeping all corners and edges of tile floors and stairwells with broom and dust mop.

Mopping with neutral detergent or disinfectant.

Closing and locking all classroom windows.

Keeping all classroom chairs and tables arranged by color and by the seating chart on the podium.

Emptying all mop water and cleaning mops. Do not leave this overnight.

2. Performing weekly general cleaning, consisting of the following:

Cleaning all adjusting tables in the clinics and classrooms of the college with the prescribed table cleaner.

Performing general cleaning of all public areas and offices, including high dusting of all surfaces such as picture frames windowsills, bookcase shelves, and ceiling vents.

Low dusting of chair rungs, swivel chair bases, converter or heater vents, table legs or bases, doors, and file cabinets (sides and top.)

Spot cleaning walls around doorframes, light switches, and file cabinets with an all-purpose cleaner that will not harm surface or paint.

Cleaning custodial closets and equipment.

3. Performing bi-weekly general cleaning of all carpet edges with toy broom or with vacuum attachments and dusting baseboards.

4. Performing monthly cleaning, consisting of the following:

Dusting venetian blinds in any area of responsibility.

Washing all restroom walls with disinfectant, from floor to chest-high level or to ceiling where tile is full-height. This includes areas beneath sinks, around stools and urinals, and partitions.

Cleaning all public-use trashcans, inside and out.

5. Performing twice yearly cleaning or more as needed of all windows, inside and out.

6. May be required to help with setup of events including setting up of table's chairs and other items needed for that event.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the ability to meet productivity standards, complete work in a timely manner. Must also observe safety and security procedures, use equipment and materials properly, and report potentially unsafe conditions. Must be punctual and dependable, be able to follow instructions, respond to management direction and take responsibility for own actions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

High school diploma or general education degree (GED); six months-related experience and/or training preferred; or equivalent combination of education and experience. Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences. Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses and Registrations: **None required.**

Other Qualifications: **Must be able to occasionally work overtime on evenings or weekends.**

Other Skills and Abilities: Should be able to operate all cleaning machinery, including high and low-speed floor machines, auto-scrubber, auto-extractor, carpet extractors, wet-floor vacuum, laundry room equipment, window washing equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk in order to move from room to room and clean the assigned area. Must frequently use hands and reach with hands and arms to dust, sweep, mop, empty trash cans and help set up for events. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl while performing low dusting and moving tables and equipment, and talk and hear in order to listen to instructions and ask questions. The employee must occasionally lift and/or move tables, desks and trashcans weighing up to 100 pounds. Specific vision abilities required by this job include close vision in order to observe cleanliness of assigned area, distance, peripheral vision and depth perception for safety purposes when using floor-buffing machines and when arranging desks and tables for events.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to cleaning and dusting solutions. There is some possibility for exposure to blood-borne pathogens. Must follow the college's blood borne pathogen exposure procedures. The noise level in the work environment is usually moderate and occasionally loud when using floor-buffing machines. May have to work in a building with a cadaver laboratory.

NOTE: This job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days at all locations, and to work with administration in the attainment of the College's missions and goals.