



## Job Description

<b>Position Title:</b>	Custodian		
<b>Business Unit:</b>	Custodial Services	<b>Status:</b>	Part-Time Hourly
<b>Reporting to:</b>	Director of Custodial Services	<b>Salary Range:</b>	\$12.25 - \$14.00 per hour

<b>Background:</b>	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
<b>Position:</b>	The Custodial Services Associate is responsible for maintaining a clean, safe, and welcoming campus environment that supports the University's academic programs, residential life, and faith-based mission. This position requires reliability, attention to detail, and a service-oriented approach in support of students, faculty, staff, and campus visitors.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>Perform routine custodial duties, including vacuuming, sweeping, mopping, dusting, and sanitizing assigned areas.</li><li>Clean and disinfect restrooms, breakrooms, classrooms, offices, residence halls, and common areas in accordance with established sanitation standards.</li><li>Empty trash and recycling receptacles and dispose of waste following University procedures.</li><li>Sweep and mop floors using proper safety practices to prevent slip and fall hazards.</li><li>Monitor cleaning supply inventory for assigned buildings and notify the supervisor when restocking is required.</li><li>Identify and promptly report unsafe conditions, damaged fixtures, or maintenance concerns to the supervisor.</li><li>Assist with deep cleaning, disinfecting, and special projects as assigned.</li><li>Provide custodial support for campus events, including setup and post-event cleanup, as directed.</li><li>Perform all duties in a manner that reflects respect for the University's Christian values and community standards.</li></ul>



<b>Primary Requirement:</b>	Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
<b>Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"><li>• Prior custodial or janitorial experience is preferred but not required; training will be provided.</li><li>• Ability to read, speak, and understand English sufficiently to follow written policies, safety procedures and guidelines which include the proper use of personal protective equipment (PPE) when required, and verbal instructions.</li><li>• Strong attention to detail.</li><li>• Ability to work independently and manage assigned responsibilities with minimal supervision.</li><li>• Reliable, punctual, and consistent in meeting scheduled work hours.</li></ul>
<b>Work Conditions &amp; Environment:</b>	<p><b>Job Conditions:</b> This position requires working indoors and occasionally outdoors, with exposure to cleaning chemicals and varying temperatures.</p> <p><b>Work Hours:</b> Availability to work 20-25 hours per week. Weekends and/or evening hours desired.</p> <p><b>Physical Requirements:</b> The physical requirements described below 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 position's essential functions.</p> <ul style="list-style-type: none"><li>• Frequent standing, walking, bending, stooping, kneeling, and reaching.</li><li>• Ability to lift, carry, push, or pull objects weighing up to 50 pounds.</li><li>• Ability to operate custodial equipment such as vacuums, floor machines, and cleaning tools.</li><li>• Ability to work in environments involving cleaning chemicals, dust, and varying temperatures.</li></ul>
<p><b><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></b></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.</p>	