



Campus Cleaner JOB DESCRIPTION

REPORTS TO: Office and Facilities Manager (OFM)

CLASSIFICATION: Non-exempt

POSITION TYPE: Part-time, 20 hours per week

REMOTE OR HYBRID ELIGIBLE: No

BENEFITS ELIGIBILITY: Employees who work 20-29 hours per week are eligible for all part-time benefits including paid time off, sick leave, education benefits, retirement benefits, and professional development opportunities.

POSITION SUMMARY: The Campus Cleaner position is a part-time position maintaining the cleanliness of the SWC main campus. This position is responsible for a wide range of custodial duties.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Cleaning: Sweeping, mopping, vacuuming, dusting, all areas (including offices if requested), cleaning and disinfecting restrooms and kitchen areas, emptying trash and recycling bins, cleaning windows. Other cleaning duties as required.
- Stocking: Ensuring restrooms and other areas are adequately stocked with necessary supplies such as paper towels, toilet paper, soap, air freshener.
- Deep cleaning: Occasional deep cleaning of areas such as windowsills, carpets, shelving, etc.
- Inventory Management: Keeping track of cleaning supplies and requesting replenishment as needed.
- Event Setup: Assisting with setting up and breaking down areas for meetings and events.
- Participate in SWC's annual review process.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & DISPOSITIONS:

- Fluent English speaker required
- Ability to safely use cleaning equipment and supplies
- Ability to understand and follow safety procedures
- Excellent time management and organizational skills
- Ability to proactively and independently identify both daily tasks and new initiatives and see them through to completion
- Ability to manage multiple tasks and meet deadlines
- Strong interpersonal communication skills
- Excellent written and verbal communication skills (including communication via email)
- Demonstrated ability to successfully work both independently and as a strong team collaborator
- Ability to give and receive feedback



MINIMUM QUALIFICATIONS: One year custodial experience.

OTHER QUALIFICATIONS: Availability to work evenings and/or weekends on occasion.

WORK CONDITIONS: Must be able to operate equipment (such as vacuums), lift loads up to 50 lbs. occasionally, and work at heights using ladders periodically.