

Environmental Services - Custodian (Part-Time)

Memphis Theological Seminary - Memphis, TN

\$11.00 per hour

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Job Title:Environmental Services - Custodian (Part-Time)

Department:Facilities and Safety

Job Summary:The primary purpose of this position is to be responsible for the daily cleaning of the Seminary buildings. Additional responsibilities include set up and clean up of events, performance of janitorial duties, response to work requests in a timely manner, and other duties as assigned. Applicants must be able to perform duties under the guidance of the Director of Facilities and Safety and prioritize daily workload. Must be able to lift 50 lbs.

Key Responsibilities:

- 1. Perform custodial and environmental services on a daily basis, including but not limited to, sweeping, mopping, vacuuming carpets, stripping and waxing floors, dusting and cleaning furniture and shelves and equipment, washing windows, cleaning and supplying restrooms, removing trash and other duties as needed.
- 2. Performs setup and clean up for events.
- 3. Follow all safety standards and Seminary protocols during the performance of duty.
- 4. Report a list of needed cleaning supplies to the Director of Facilities and Safety.
- 5. Report to the Director of Facilities and Safety any observed major repairs or safety concerns.
- 6. Care for custodial equipment including proper use and checking for maintenance/repair.
- 7. Other duties as assigned.

Specific Knowledge and Skills:

- 1. The ability to communicate effectively using proper English in spoken and written forms.
- 2. The ability to under and respond to instruction in English.
- 3. The ability to use industry standard methods, PPE, and cleaning chemicals in performing custodial services.
- 4. The ability to lift 50 pounds.
- 5. The ability to identify work safety, health, and physical hazards and effectively communicate to the Director of Facilities and Safety.
- 6. The ability to work with a diverse community and to communicate in a professional manner.

Relevant Education:High School Diploma or the equivalent

Job Type: Part-time

Salary: \$11.00 /hour

Please submit resume to FacilitiesAdmin@MemphisSeminary.edu.