

Office of Residence Life
Student Custodian Maintenance Technician
Job Description and Expectations

The Student Custodian Maintenance Technician Mission

The Student Custodian Maintenance Technician works with the staff members of the Office of Residence Life to respond to low level facilities and custodial needs after hours in the Residence Halls. Student Custodian Maintenance Technicians are responsible for routine cleaning of the four residence halls on the weekends. Student Custodian Maintenance Technicians report directly to the Area Coordinators (ACs). The Student Custodian Maintenance Technician is vital to the success of the Residence Life Program. The Student Custodian Maintenance Technician is expected to support the mission statement of the department and the college.

In this position you must be able to balance both the requirements as a student and a Student Custodian Maintenance Technician. This will require a good deal of time management skills. When other commitments interfere with your duties, it is your responsibility to arrange your other commitments around the requirements and expectations of the Student Custodian Maintenance Technician position.

The general duties of the Student Custodian Maintenance Technician include:

- Participate in a rotating on-call team; answer all calls for service and respond appropriately.
- Ensure the residence halls are clean and custodial/maintenance issues are resolved after hours.
- Provide customer service to students, staff, faculty, and guests of the community while projecting a positive and professional image.
- Maintain confidentiality of all information as it relates to the position.
- Accurately fill out Student Custodian Maintenance Technician paperwork.
- Present a positive image of the Rocky Mountain College policies, residence hall(s), and Rocky Mountain College departments, students, faculty, and staff.
- Additional duties as assigned by the Office of Residence Life.

Selection: Students are selected to be a Student Custodian Maintenance Technician on the basis of their general level of maturity, judgment, willingness to learn and grow in the position, and ability to maintain satisfactory grades. Student Custodian Maintenance Technicians must be enrolled as full-time students with a grade expectation of 2.5 GPA during each semester of employment. Additionally, Student Custodian Maintenance Technicians must live in on-campus housing.

Responsibilities and Expectations:

On-Call Rotation: Must remain on campus when on call (offices are closed) with working cell phone to answer and respond to calls for service.

Response: This position requires response to low level facilities and custodial needs in the Residence Halls after hours called out by Residence Life.

Regular Cleaning: Each weekend the Student Custodian Maintenance Technicians will be required to complete regular weekly cleaning of the Residence Halls to include:

Anderson Hall

- Laundry Rooms (sweep and mop floor, wipe down machines, empty lint traps, empty trash and replace bag, disinfect counters, sinks and microwaves)
- Hallways: vacuum, disinfect water fountains
- Entryways (inside and out): vacuum, clean glass, sweep
- Bathrooms: sweep and mop floor, clean showers, tubs, toilets, sinks and mirrors, empty trash and replace bag, restock TP, paper towels, and soap
- Lounges: vacuum carpet, sweep and mop tile floor, disinfect/dust tables, chairs, tv, clean window and window tracks, vacuum couches and cushions, empty trash and replace bag

Widenhouse Hall

- Laundry Rooms: sweep and mop floor, wipe down machines, empty lint traps, empty trash and replace bag
- Hallways: vacuum, disinfect water fountains
- Entryways (inside and out): vacuum, clean glass, sweep

- Annex: vacuum carpet, clean window and window tracks, disinfect/dust tables, chairs, computers, tv, vacuum couches and cushions, empty trash and replace bag
- Front Desk: vacuum carpet, clean window and window tracks, disinfect/dust tables, chairs, computer, vacuum couches and cushions, empty trash and replace bag, disinfect water fountain
- Lobby Bathroom: sweep and mop floor, clean toilet, sink and mirror, empty trash and replace bag, restock TP, paper towels, and soap

Rimview Hall

- Lounge and Laundry Room: vacuum carpet, sweep and mop floors, clean toilets, sinks and mirrors, wipe down machines, empty lent traps, empty trash and replace bag, clean window and window tracks, disinfect/dust tables, chairs, computers, tv, vacuum couches and cushions, disinfect water fountain
- Night Monitor Office: vacuum carpet, empty trash and replace bag, clean window and window tracks, disinfect/dust table, chair, computer
- Stairs and Walkways: sweep dirt and/or shovel snow

Jorgenson Hall

- Laundry Room: sweep and mop floor, wipe down machines, empty lent traps, empty trash, clean window and window tracks
- Stairs and Walkways: sweep dirt and/or shovel snow

Compensation for the position includes a 50% discount on the on-campus housing option of your choice (eligibility and availability dependent). Weekend routine cleaning will be paid as a stipend per semester of \$500; with a standard expectation of weekend cleaning to not take more than 15 hours for 1 staff or 10 hours with 2 staff.