

**Work Study Job Description**  
University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department:** Residence Life

**Department Head:** Mike Piazzola

**Classification/Name of Position:** Residence Life Custodial Technician

**Student's Supervisor:** Neil Snyder, Davis 209, 683-7520; Bill Herrin Cent. Hall 101, 683-7339; Perry Shank, Mathews 129, 683-7526

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**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:** Custodial duties in Auxiliary buildings: residence halls, family housing, SUB, Dean of Students

**JOB DESCRIPTION AND SPECIFICATIONS**

General description: Clean living spaces, bathrooms, hallways, stairwells, and outside of buildings & grounds.

Specifications:

**Bathrooms:**

1. Replenish toilet paper, paper towels, and soap.
2. Empty trash.
3. Replace any burnt out light bulbs.
4. Empty trash into hall trash cans. Replace liner if needed.
5. Clean exhaust vent covers.
6. Sweep floor and remove any gum or other foreign objects.
7. Clean toilets and urinals.
  - a. Use wand and toilet bowl cleaner for bowl surfaces.
  - b. Disinfect toilet seats. Use Re-juv-nal or Virex disinfectant mixed in pale.
  - c. Clean all around urinal with a mixture of Virex or Re-juv-nal.
8. Wipe down stalls, walls, shelves, and ledges where needed.
9. Clean sinks.
  - a. Use Re-juv-nal cleaner disinfectant on porcelain surfaces and hardware.

**Hallways and stairwells:**

1. Replace any burnt out light bulbs.
2. Empty trash. Replace receptacles with new liner. Clean up the floor if liner leaks liquid.
3. Sweep floor (vacuum if carpeted) and remove gum or other foreign objects from floor. If carpet, pick up big objects before vacuuming and remove spots and stains.
4. Clean walls, ledges, windows and handrails.
  - a. Use small bucket with Virex and scratcher sponge.

**Grounds and Parking lots:**

1. Pick up litter
2. Sweep and clean up walkways, balconies and parking lots.
3. Clean outside windows.

- b. Shine chrome with paper towel.
10. Clean mirrors.
11. Clean shower(s)
  - a. Use Virex or Re-juv-nal for **everyday** cleaning. For heavy build-up a stronger cleaner should be used. Use hand brush, scratch sponge, and doodlebug to scrub surfaces.
  - b. Remove hair from drains and plunge drain if needed.
  - c. Change shower curtains as needed.
12. Mop Floors
  - a. Dispense Virex or Re-juv-nal into mop bucket.
  - b. Soak urinal area to help lift urine from floor.
  - c. Use doodlebug for corners and edges when floor has dirt build-up.
13. Complete work orders when repairs are needed, including leaks and plugged drains.

- b. Clean glass with ammonia & water in spray bottle.
5. Mop floor or vacuum carpet.
  - a. Fill mop bucket with Virex or Re-juv-nal. Adequately wring out mop so not to apply excessive amount of water.
  - b. Complete spot remove if carpet.
6. Complete work orders or inform Supervisor when repairs are needed.

Custodial Technicians may be assigned other duties as needed. Examples: moving furniture, shampooing carpets, hauling supplies and running errands.

**The Financial Aid Office will submit evaluations to each department prior to the end of each semester.**