

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

Department: Auxiliary Services

Department Head: Mike Piazzola

Classification/Position: Custodial

Student's Supervisor: Kylee Tash

Office/Location: Davis 2nd

Email Address: kylee.tash@umwestern.edu

Phone: 509.934.0409

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position (if multiple pay rates & above minimum wage of \$9.95/hour):

- \$13.00/hour
- Self-starter and self-motivated
- Able to lift 50 pounds
- Able to do repetitive tasks
- Eye for detail
- Able to follow instructions

Purpose/Role of the position:

To assist custodial staff in daily cleaning of Dorms, Family Housing, Student Union Building, and occasionally rental properties. To provide a clean and safe work environment for all students, employees, and the general public.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

Duties include, but are not limited to:

Sweep/mop floors, strip and wax floors, shampoo carpet, vacuum hallways, take out garbage, clean restrooms, clean windows and other surfaces. Be willing to perform other tasks as needed. Keep up a clean and safe work area for all. Keeping Dorms, Family Housing, Student Union Building, and Rental properties in the best appearance possible.

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