

Custodial

Work Study Job Description

University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department - Facilities Services, Custodial

Department Head – Michael Brown

Classification (Name) of Position - **Custodial**

Student's Supervisor – Wade Bush

Office/Location - Facilities services (next to heating plant)

Email Address wade.bush@umwestern.edu

Phone # 683-7326

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 \$13.00/hour):

- Self-Starter
- Able to lift 50 pounds
- Able to do repetitive tasks
- Eye for detail

Purpose/Role of the position:

To assist Custodial staff in daily cleaning of campus to provide a clean safe work environment for all employees

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

Sweep/Mop floors, Strip and wax floors, clean restrooms, clean windows, doors and other surfaces. And other tasks as needed. Keep up a clean and safe work area for all. Keeping campus in the best appearance possible

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