

STAFF VACANCY ANNOUNCEMENT

Custodian I (Residence Life)

Department: Residence Life

Position: Full-time, 12 month position plus complete benefit package

Wage: \$11.00 - \$13.75 per hour

Union Affiliation: MFPE

Posting Date: January 2022

Description

The Residence Life Department invites applications for a Professional Housekeeper/Custodian who is responsible for maintaining the cleanliness of our housing facilities with accuracy and attention to detail. This position will be assigned to a specific building/route, and assignments may be changed at the discretion of the supervisor depending on the needs of the university. The Housekeeper/Custodian position reports to the Director of Residence Life.

Responsibilities

Provide housekeeping/custodial care for assigned areas by performing a variety of tasks to meet cleanliness standards set by the University, including but not limited to restrooms, showers, resident's rooms, hallways, stairwells, kitchens, laundries, study rooms, lobby areas, offices, and TV lounges; proactively identify areas for extra cleaning, reporting any facility issues and taking necessary steps to resolve any discovered issues; manage the staff laundry facility; perform special projects during the various academic year breaks such as deep cleaning rooms, common areas, and carpet/floor care. Custodial duties also include changing light bulbs, shampooing, and extracting carpets. Duties may also include seasonal work such as deep cleaning windows, shoveling snow, and other duties as relevant to the duties of the position or as assigned by supervisor.

Hours

Typical work week is M-F, 7am-4pm (includes lunch and breaks). This position works limited weekends per year, one weekend in August for move in days, and a few weekends during summer sports camps. Average of only 2-3 weekends per year.

Qualifications

High school diploma/equivalent with preferred 2+ years of housekeeping related experience. Must have superior attention to detail and strong customer service orientation with excellent communication skills and ability to interact professionally with a variety of students, guests, staff, and others. Must have the ability to read, understand directions and cleaning procedures with knowledge of safety and health practices relating to custodial work, or ability to be trained in such areas. Must

be able to physically perform duties regularly required to stand, walk, bend, kneel, crouch, crawl, and climb. Required to use fingers and hands to handle materials and tools or equipment, and reach with hands and/or arms. Must be able to lift and/or move 50 pounds with or without assistance. Must be able to perform duties when frequently exposed to fumes or airborne particles or blood borne pathogens and toxic or caustic chemicals.

Application

To apply, submit a letter of application, and the names, addresses, and phone numbers of three professional references and a completed State of Montana Government Job Application to:

Patti Lake, Personnel Officer
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Submit electronic application materials to patricia.lake@umwestern.edu

For questions relating to this position contact Bonita Bontrager at 406-683-7520 or by email at bonita.bontrager@umwestern.edu.

Review of applications will begin immediately and will remain open until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 60 full-time faculty and 1,500 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.