

Position Description

POSITION PROFILE

Position Title: Campus Student Custodian

EOU Department/College: Custodial/ Facilities

EOU Supervisor Title: Trevor Anger, Custodial Services Coordinator

Typical Job Duration: Academic year, with the possibility of summer employment depending on departmental needs.

Job Level: \$13.70, Level 2

Type of Schedule/Typical Hours: Evening shifts typically starting at 5 PM or 6 PM. Specific hours may vary depending on the building assigned and department needs.

Typical Number of Hours Per Week: 10-15 hours, depending on operational requirements and student availability.

POSITION INFORMATION

Student Position Description Summary:

The Campus Student Custodian helps maintain the cleanliness and upkeep of assigned campus buildings. This is a physically demanding position that requires effective cleaning and maintenance skills. Training will be provided, and no prior experience is necessary. The role suits individuals who can handle physical tasks and adhere to a consistent evening schedule.

Job Duties/Responsibilities/Essential Functions:

- Sweeping, mopping, and vacuuming floors in assigned areas.
- Wiping down classroom tables, chalkboards, and whiteboards.
- Emptying trash and recycling bins.
- Maintaining cleanliness in restrooms and common areas.
- Reporting any maintenance issues or safety hazards to the Custodial Services Coordinator.

HIRING CRITERIA

Minimum Qualifications:

- Must be enrolled in at least 6 credit hours at EOU.
- Physically capable of performing demanding tasks.
- Reliable and able to work evening shifts as scheduled.

Preferred Qualifications:

- Previous experience in custodial work or similar roles, although not required.
- Demonstrates attention to detail and the ability to work independently.
- Strong time management skills to efficiently complete tasks within shift timings.

Desired Knowledge, Skills & Abilities:

- Knowledge of cleaning standards and techniques.
- Ability to operate cleaning equipment safely.
- Skills in organizing tasks and managing a routine cleaning schedule.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop practical skills in facilities management and maintenance.

Industry Learning Outcomes:

- Gain hands-on experience in custodial services, learning about the operational aspects of maintaining institutional facilities.

Career-Readiness Learning Outcomes:

- Enhance capabilities in time management, teamwork, and adherence to workplace standards and safety protocols.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework