Position Title: Custodian – Physical Plant

Posting Date: August 8, 2013

Start Date: Immediately

Status: Full-time, Non-Exempt Staff

Salary: $7.34 per hour, based on 40-hour week. Standard benefits apply.

Expectations - Howard Payne University seeks to employ Christians, who are dedicated to teaching and service as they model the principles of the Christian faith. The University is committed to the integration of learning and Christian faith in the pursuit of truth.

Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission and purpose of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church. Your signature on this Job Description indicates your acceptance and affirmation of these statements.

Job Duties - Responsible for scheduled and non-scheduled building cleanings, various facilities setups, operating machinery, lifting and moving furniture and equipment, and following safety procedures. Must be able to respond to call outs, if needed.

This position typically works 40 hours per week from 5:00 a.m. to 2:00 p.m., Monday through Friday. However, the work schedule may change on special occasions to meet departmental needs. Holidays and work schedules may vary from the usual university schedule in order to meet departmental workload needs. Other duties may be assigned by the Custodial Supervisor or the Director of Facilities and Planning.

Requirements: High school diploma or G.E.D. required. Applicants must have their own vehicle to drive between duty assignments during the workday and must maintain a valid Texas driver’s license to drive any vehicle on behalf of the University. This position requires numerous physical demands (including lifting up to 50 pounds without assistance) which are listed in the official job description. Must be able to work at times from heights of over 6 feet and work in hot or cold, noisy and dusty environmental conditions. Must be able to use a vacuum cleaner, handcarts and dollies. Good housekeeping and safety skills are required. Must be able to read and write in English to interpret and comply with Material Safety Data Sheets. A driver’s license and criminal background check will be conducted.

Application Procedure: Submit an HPU Employment Application and Maintenance Supplemental Application (available at: www.hputx.edu/jobs), to:

Mrs. Katrina Lynn
Administrative Assistant, Business and Human Resources
Howard Payne University
1017 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8012
E-mail: hr@hputx.edu

Application Deadline: Position will be posted until filled.
**Job Description**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Custodial Supervisor</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Mrs. Sara Haley, Director of Facilities and Planning</td>
</tr>
<tr>
<td>Prepared Date:</td>
<td>March 19, 2012</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Mr. Bill Fishback, Assistant Vice President of Business and Human Resources</td>
</tr>
<tr>
<td>Reviewed Date:</td>
<td>August 8, 2013</td>
</tr>
</tbody>
</table>

**Expectation** - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth.

Employees are expected to embrace the Christian mission and purpose of Howard Payne University and lead lives of service through active involvement in Christian activities both on campus and through a local church. Your signature on this job description indicates your understanding and affirmation of these statements.

**Summary** - The Building Custodian keeps buildings in clean and orderly condition by performing the following duties.

**Essential Duties and Responsibilities** include the following:

1. Sweeps, cleans, disinfects, mops, scrubs, and vacuums hallways, classrooms, restrooms, bathrooms areas, stairs and office space.

2. Operate high/low speed buffers and other custodial related equipment.

3. Empties trash and garbage containers.

4. Changes batteries and light bulbs as assigned.

5. Notifies the Custodial Services Foreman concerning needed building repairs or additions to lighting, heating, and ventilating equipment.

6. Other duties as assigned by the Custodial Supervisor, Custodial Crew Leader or Director of Facilities and Planning.

**Supervisory Responsibilities** - This job has no supervisory responsibilities.
Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving - Identifies and resolves problems in a timely manner.

2. Technical Skills - Assesses their own strengths and weaknesses; Pursues training opportunities to improve skills; Strives to continuously build knowledge and skills.

3. Customer Service – Effectively manages difficult or emotional situations in a professional manner; Solicits feedback from others in order to improve service; Responds promptly and effectively to requests for service and assistance; Meets commitments.

4. Interpersonal Skills - Focuses on solving conflict, not blaming others; Maintains personal and professional confidentiality at all times; Listens to others without interrupting; Keeps their emotions under control; Remains open to others’ ideas and tries new things.

5. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Actively participates in meetings.

6. Cost Consciousness - Works within the approved budget; Develops and implements cost saving measures; Conserves university resources.

7. Diversity - Promotes a harassment-free work environment.

8. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds the university mission statement and values.

9. University Support - Follows policies and procedures; Supports the university’s Mission Statement and values.

10. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

11. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional supplies and equipment if they are needed to get the job done; Sets daily work goals and objectives.

12. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.

13. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve their performance; Monitors their own work to ensure quality.

14. Quantity - Meets productivity standards set by the Custodial Supervisor, Custodial Crew Leader or Director of Facilities and Planning; Completes work in timely manner; Strives to increase productivity; Works quickly and effectively.
15. Safety and Security - Observes University safety and security policies procedures; Determines appropriate action to take beyond written guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Acknowledges that the possession, use, sale, offer to sell, distribution, manufacture, or being under the influence of any alcoholic beverage, inhalant, controlled substance or the unauthorized use or possession of prescription drugs or over-the-counter drugs on any university property or at any university activity is prohibited, as is the possession, use, sale, offer to sell, distribution, or manufacture of drug-related paraphernalia. Violation of these requirements shall result in disciplinary sanctions up to and including termination of employment.

16. Adaptability - Adapts to changes in the work environment; Manages competing demands for their time; Changes their approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

17. Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time. Obtains approval in advance from the Custodial Supervisor, Custodial Crew Leader or Director of Facilities and Planning if they are going to be absent or leave work for any reason.

18. Dependability - Follows instructions, responds to their supervisor's directions; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; must be willing and able to occasionally work overtime.

19. Initiative - Volunteers readily; Seeks increased responsibilities; Asks for and offers help when needed.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience** - High school diploma or general education degree (GED). One to three months related experience and/or training; or equivalent combination of education and experience is preferred.

2. **Language Skills** - Ability to use the English language to read and comprehend simple instructions, short correspondence, memos, and labels on cleaning supplies; ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students or other employees of the university.

3. **Mathematical Skills** - Ability to add and subtract two digit numbers and to multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

4. **Reasoning Ability** - Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
5. **Computer Skills** - Ability to receive and reply to university email using Microsoft Outlook.

6. **Personal Vehicle and Driver's License** - The employee must have his/her own vehicle to drive between duty assignments during the day and must maintain a valid Texas driver's license to drive any vehicle on behalf of the University.

7. **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and toxic chemicals used in the cleaning and maintenance of university buildings and grounds. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; and risk of electrical shock. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

_________________________________________  __________________
Signature                                      Date