HOWARD PAYNE
UNIVERSITY

POSITION ANNOUNCEMENT
Custodial Services
Brownwood, Texas

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

Job Title: Custodian
Department: Facilities
Reports To: Custodial Supervisor
FLSA Status: Full-Time Non-Exempt Staff, full benefits including applicable tuition waivers

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

As a condition of employment, employees agree to be paid by Direct Deposit.

Applicants offered contingent employment based on the University obtaining a clean background check agree the contingent offer of employment may be revoked based on the information obtained in the background check.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

Job Summary: Provide a variety of cleaning activities with attention to detail and moving services by performing the Essential Duties and Responsibilities listed below.

Minimum Requirements: High school diploma or general education degree (GED) or one to three months of directly related experience, or an equivalent combination of education and experience is required. Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University. 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 and hear. The employee is occasionally required to sit, stoop, kneel, or crouch. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 100 pounds lifting equipment or furniture. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

Katrina Lynn
Director of Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
E-mail: hr@hputx.edu

Application Deadline: Until position is filled.

HOWARD PAYNE
UNIVERSITY

Job Description

Job Title: Custodian, Full-Time
Department: Facilities Department
Reports To: Custodial Supervisor, Diane Hackney
Classification: Non-Exempt, Full-Time Staff
Prepared By: Director of Facilities, Roger Dewell
Prepared Date: January 11, 2021
Approved By: Katrina Lynn, Director of Human Resources
Approved Date: January 11, 2021

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Job Summary – Provide a variety of cleaning activities with attention to detail and moving services by performing the Essential Duties and Responsibilities listed below.

Essential Duties and Responsibilities include the following. The Custodial Supervisor or the Director of Facilities may assign additional duties.

1. Sweeps, cleans, disinfects, mops, scrubs, and vacuums hallways, classrooms, restrooms, bathrooms areas, stairs and office space.
2. Helps with set up/tear down of campus activities to include moving of furniture and other heavy items.
3. Operate high/low speed buffers and other custodial related equipment.
4. Empties trash and garbage containers.
5. Changes batteries and light bulbs as assigned.
6. Notifies the Custodial Services Supervisor concerning needed building repairs.

Supervisory Responsibilities – There are not supervisory responsibilities for this position.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Modeling Christian Faith - Must be committed to modeling the Christian faith. Displays a proven record of modeling the Christian faith in business operations, management roles, customer service functions, and interactions with others. Is committed to continuing to model Christian faith in a manner consistent with the University's Mission Statement and Core Values.

2. Design - Generates creative solutions, demonstrates attention to detail.

3. Problem Solving - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well problem solving as part of a group, uses reason even when dealing with emotional topics.

4. Technical Skills - Assesses their own strengths and weaknesses, pursues training and development opportunities, and strives to build knowledge and skills continuously, shares expertise with others.

5. Customer Service – Enjoys assisting others, manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others.

6. Interpersonal Skills - Focuses on solving conflict without blaming others, consistently maintains confidentiality, listens to others without interrupting them, keeps their emotions under control, remains open to others' ideas and tries new things.

7. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.

8. Teamwork – Gets along well with others, balances the needs of the team and individual responsibilities effectively, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is able to build morale and group commitments to goals and objectives, supports everyone's efforts to succeed.

9. Quality Management – Is a self-starter, looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.

10. Cost Consciousness - Works within their approved budget, develops and implements cost saving measures, conserves University resources.

11. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values.

12. University Support - Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University's Mission Statement and Core Values, Benefits the University through external community and professional activities, supports affirmative action and respects diversity.

13. Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.

14. Motivation - Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures themselves against a high standard of excellence, takes calculated risks to accomplish goals.

15. Planning/Organizing - Prioritizes and plans work activities effectively, uses time efficiently, plans for additional resources if necessary, sets goals and objectives, develops realistic action plans.

16. Professionalism – Takes direction well, approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments.

17. Quality - Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies effective feedback to improve performance, and monitors their own work to ensure quality.

18. Quantity - Meets productivity standards, completes work in timely manner, strives to increase productivity, and works quickly.

19. Safety and Security - Observes University safety and security policies and procedures, determines appropriate actions beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.

20. Adaptability - Adapts to changes in the work environment, manages competing demands for one's time, changes approach or method to fit the situation effectively, is able to deal with frequent change, delays, or unexpected events effectively.

21. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.

22. Dependability - Follows instructions, responds effectively to their supervisor's direction. Takes responsibility for their own actions and 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.

23. Initiative - Volunteers readily, Undertakes self-development activities, seeks increased responsibilities, takes appropriate independent actions and calculated risks, looks for and takes advantage of opportunities to improve situations, 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 Duties and Responsibilities.

1. Education and Experience – High school diploma or general education degree (GED), or one to three months of directly related experience, or an equivalent combination of education and experience is required.

2. Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to groups of students or employees of the University.

3. Math Skills - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement and distance.

4. Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Microsoft Outlook software and commonly used Internet Browsers.

6. Licenses or Registrations - Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, 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 Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

   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 and hear. The employee is occasionally required to sit, stoop, kneel, or crouch. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 100 pounds lifting equipment or furniture. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

   While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of University grounds and buildings. The employee is occasionally exposed to some risk of electrical shock, wet or humid conditions (non-weather), and work near moving or vibrating mechanical parts. 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