

BAPTIST BIBLE COLLEGE

Job Opening Form

Division/Department	Maintenance Department		
Location	Guest Apartments		
Job Title	Custodian		
Reports to	Chris Williams	Title	Custodial Manager

Type of position:	Hours: 15/week
<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
<input checked="" type="checkbox"/> Student	
<input type="checkbox"/> Non-student	
<input type="checkbox"/> Either	

GENERAL DESCRIPTION

- Conduct general housekeeping which may include sweeping, mopping, replenish supplies, etc. as required
- Know and have a basic understanding of the chemicals and processes used in the assigned area
- Routinely inspect the assigned areas for safety hazards
- Attend scheduled meetings that are assigned

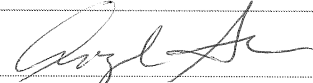


WORK REQUIREMENTS

- Ability to carry out written and oral instructions
- Operate mechanical and manual custodial equipment
- Able to lift up to 40 pounds
- Stand and/or walk for extended periods of time
- Climb stairs and ladders, stoop, kneel, bend, crouch and/or crawl

EDUCATION/EXPERIENCE REQUIREMENTS

- Previous custodial, cleaning or other similar functions preferred

SIGNATURES:

HR MANAGER REVIEW		DATE	4/18/11		
ADMINISTRATOR APPROVAL		Title/DATE	CFO 4.18.11		
CFO APPROVAL		DATE	4.18.11		
DATE POSTED	April 18, 2011	POSTING CLOSED DATE	April 25, 2011	DATE HIRED	