

Carleton College Non-Exempt Position Description

Job Title: Custodial Administrative Assistant – Grade 8
Reports to (Title): Custodial Services Manager
Department: Custodial Services
Division: VP Treasurers
Revision Date: 05-26-2021

Position Overview:

This full-time (1.0) FTE position supports all department supervisors and union members. This individual is the first point of public contact for Custodial Services through continuous contact with staff, students, faculty, parents, visitors, vendors, and contractors. The person in this position will provide administrative support for one custodial services manager, two custodial supervisors and 55 custodians.

Department Overview:

The Custodial Services department is part of Carleton College's Facilities and Capital Planning department. Our services include using sustainable green products. We work toward creating clean, comfortable and safe environment for our student, faculty and staff.

Essential Job Functions/Responsibilities:

Customer Focus:

- Provide excellent customer service to supervisors, co-workers, contractors, delivery personnel, faculty, staff and students.
- Provide support to custodial manager and supervisors in maintaining and updating seniority lists, job posting and bidding processes and support custodial supervisor with hiring of student workers.

Attention to Detail:

- Generate and forward work orders. Create graphs from the work order system for custodial monthly and quarterly measures.
- Process and calendar custodial leave slips.
- Review custodial time entries for accuracy.
- Review union pension and seniority hours with payroll department for accuracy.
- Process Employee Incident Reports and keep employee incident files updated.
- Create purchase order requisitions and review statements for accuracy.
- Process and review monthly building inspection forms and graph for custodial measurement.
- Process campus waste pick up schedule and review billing. Also, provide weight reports as needed and assist Sustainability Program Coordinator in completing waste reports and surveys.
- Schedule trips, training courses, safety records, workshop arrangements, etc. for individual and department staff development.

Communication: Written and Interpersonal:

- Act as the liaison between the custodians and the supervisor and serve as the custodial dispatcher.
- Responsible for events billing using the campus scheduling system. Generate reports as necessary from the campus scheduling system.
- Update employee training manuals including square footage and Safety Data Sheet (SDS) and manuals.

Prioritization and Adaptability:

- This position will require working in a fast-paced work environment with interruptions. Prioritize projects, stay results focused and provide updates on projects to managers, stakeholders or customers.

Technology Skills:

- Microsoft Word and Excel Publisher, Blue Beam, Google Docs, Zoom, and internet navigation.
- Demonstrate the ability to learn new software programs and stay current with updated technology (i.e. Facility Wizard, etc.).

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Describe Supervision Received and Exercised:

This position does not exercise direct supervision.

Applicants must meet one of the following education and work experience requirements:

An Associate degree **and** 2 years of experience providing administrative support in a mid-size to large organization. Must have advanced level of Microsoft Word and Excel experience.

OR

High school diploma or GED **and** 4 years of experience providing administrative support in a mid-size to large organization. Must have advanced level of Microsoft Word and Excel experience.

In addition to meeting one of the following are highly desired skills and experience:

- Experience working in a similar position.
- Experience with prioritizing projects and providing updates on projects to managers, stakeholders or customers.
- Experience reviewing supply orders and creating purchase order requisitions.