

Student Custodian (SC) Job Description

SUPERVISOR: Custodial Supervisor and Crew Chief

PURPOSE OF POSITION:

To provide custodial services to an assigned residence hall(s) on weekends, UM holidays and Thanksgiving/Spring Break. The student custodian shall be on call one night each week for all the residence halls.

PRIMARY DUTIES:

1. The student custodian is required to maintain restroom cleanliness by making sure that all sinks, mirrors, shelves, toilets, and urinals are clean, all wastepaper baskets are emptied, floors are swept and mopped, all dispensers are full, and shower drains are free of hair.
2. The student custodian shall maintain the cleanliness of the hall lobby, main lounge, the T.V. areas, stairwells, and hallways by making sure all wastepaper baskets are emptied, floors are swept and mopped, and carpets are vacuumed.
3. During the winter, the Student Custodian shall remove all snow from each entrance at the start and end of his/her shift and when necessary.
4. Besides being on duty one night each week, the Student Custodian shall be available to assist in clean up in emergency situations within the Residence Life operation.

POSITION REQUIREMENTS:

Mandatory training begins one week prior to the beginning of Autumn Semester. The Student Custodian is expected to attend in-service training and staff meetings throughout the year. He/she shall communicate with full-time custodial staff in his/her assigned building every Monday regarding the past weekend's activity.

Shifts run from 7:00 a.m. to 3:30 p.m. with a half-hour lunch and two fifteen minute breaks. Breaks will be at 9:00 a.m. and 1:30 p.m., lunch at 11:00 a.m. Breaks must be taken in the building in which the student custodian works.

You are allowed one weekend off per semester. Arrangements must be made and approval received at least two weeks prior to the desired weekend.

DO NOT ALTER SHIFTS OR BREAKS WITHOUT PRIOR AUTHORIZATION

**FAILURE TO PERFORM ANY OF THE ABOVE REQUIREMENTS SHALL RESULT IN
TERMINATION OF EMPLOYMENT.**

Weekend Custodial Daily Duties Saturday, Sunday and Holidays

These duties performed in this priority order working down the list until the end of your shift at 3:30.

1. Shovel snow and check elevators (clean any mess.)
2. Restrooms: sinks, mirrors, toilets, hair in drains, trays by sink, soap dishes in showers, toilet paper (1/3 or less roll --- change out), drinking fountains, sink rooms, iron rooms.
3. Dump trash (main chutes) twice daily.
4. Lobby: sweep floor, mop when floor is dirty or sticky, empty trash.
5. Vacuum all hallways.
6. Stairwells: sweep floor and pick up trash, and mop when dirty or sticky.
7. Laundry rooms: dump trash, sweep floor, mop floor when dirty or sticky.
8. TV Rooms and lounges: sweep floor, mop floor when dirty or sticky, vacuum and dump trash.
9. Office: empty trash, sweep floor, and mop floor when dirty or sticky, wipe counter tops, and dump vacuum cleaner bags in office.
10. Ashtrays --- pick up outside the hall.

Hours

7:00am -- clock in and check for messages

9:00am to 9:15am -- morning break

11:00am to 11:30 -- lunch break

1:30pm to 1:45 pm -- afternoon break

3:30pm – clock out done for the day

General Notes

- You cannot change your break times
- You must clock out for lunch and then clock back in at 11:30 before resuming work.
- Questions for your supervisor – Push 0 on the phone and ask to page unit 57.
- Duty nights: Pick up the phone at Residence Life Office before 4pm. You cannot be off campus while on duty because you must be available to assist as needed. Return the phone to RLO before 10am the following day.

UNIVERSITY OF MONTANA
Residence Life Office
WORK AGREEMENT FOR NEW STUDENT CUSTODIAN POSITION

Terms of Employment:

Work Agreement Period: The Student Custodian (SC) work agreement period is for one full academic year. The SCs are expected to be present and participate in Student Custodian Training in August prior to the beginning of Autumn Semester and stay until 5pm on the Saturday after finals week for Autumn Semester. The SCs will return in January a full week before classes begin to assist with Spring Move In and stay until 5pm on the Saturday after finals week for Spring Semester. For the 2013-2014 academic year SCs will be employed from **August 12, 2013-May 17, 2014**. Employment will be inclusive of the above dates with the exception of those periods approved by the Director or Associate Director of Residence Life.

Compensation: Remuneration for this position is a double as a single room and a Food Zoo Plus meal plan for a total value of \$7,512.00. A SC may have a cash stipend based on their room assignment and meal plan choice. This cash stipend will be paid through The University of Montana Payroll System in semi-monthly installments.

Eligibility: The SCs must be enrolled as full time University of Montana students, but limit their course work to a maximum of 18 credit hours (12 credit hours for graduate student SCs) and must successfully complete at least 12 undergraduate (or 9 graduate credits) each semester. The SCs may only take fewer than 12 undergraduate or 9 graduate credit hours or more than 18 undergraduate or 12 graduate credit hours with prior written permission from Custodial Supervisor.

The SCs must maintain at least a semester and cumulative grade point average of 2.25. Failure to meet these GPA requirements may result in adverse employment action, up to and including termination. If at any time the SC's semester or cumulative GPA falls below a 1.5 in either semester, the SC will be terminated.

Supervision: The SCs are directly supervised by the Custodial Supervisor and the Student Custodian Supervisor.

Reassignment: The SCs are expected to understand they may be assigned or reassigned to residence hall duties at the discretion of the Residence Life Office.

Personal Conduct:

Role Model: The SCs are expected to reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies and state and federal laws both on and off campus.

- Any SC under 21 years old who consumes alcohol will be subject to disciplinary action, up to and including termination
- Any SC 21 years old or older may consume alcohol responsibly with others who are at least 21 years old.
- The SCs may not at any time engage in, enter, or remain in any area or premises where illegal drug use is occurring. Illegal drug use is defined by the Student Conduct Code, the Residence Hall Contract, and state and federal laws.
- Any SC who violates the Student Code of Conduct, Residence Life policies or any state or federal laws may be subject to dismissal.

Equal Opportunity: The SCs are expected to be familiar with and follow The University of Montana Equal Opportunity Statement: "The Equal Opportunity and Affirmative Action Office at The University of Montana strives to support a diverse community accepting of all individuals regardless of their race, color, sex, age, religion, creed, marital or familial status, union affiliation, physical or mental disability, sexual orientation, national origin, veteran status, or political beliefs. This office will work to eliminate barriers which inhibit persons from achieving their full potential in education, employment, and other programs and services at the University. The principles of equal opportunity apply to faculty, staff, students, and members of the public."

Relationships: The SCs are expected to understand that dating and/or sexual relationships with students living in the same residence hall can negatively influence the dynamics of the SC position. Therefore, if such a relationship does or could likely develop, the SC will notify the supervisor immediately. Any SC who dates a person in the same residence hall either will move by the SC's own choice, or the SC will be moved and given a new assignment. If a SC dates anyone in the same building or in an area under the responsibility of the SC, the Residence Life Department may require one of the students to move and the SC be moved with a new assignment.

Time Commitments:

Work Commitments: The SC shall agree to give the SC position priority in fulfilling the responsibilities as defined by the job description over other activities except for the SC's academic responsibilities. The SCs shall agree to the following unless given prior

approval for an exception in advance and in writing from the Director, Associate Director or Custodial Supervisor of Residence Life. Other employment may not exceed 18 hours per week. The SCs are expected to attend and actively participate in student staff training, in-service trainings and weekly staff meetings each semester. This includes, but is not limited to:

- Participation in Student Custodian Training August 12th- 24th.
- Returning to campus on Sunday, January 24, 2014 for Spring semester opening.
- Participation in departmental responsibilities as assigned.
- Remaining in the position through the work agreement period, through closing weekend in May at 5:00pm.

Time Commitments: The SC's work week is designed as an average of 20 hours per work week. The SCs are expected to understand that work in residence halls is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated. The SCs will spend the necessary amount of time in the hall and on the job until all responsibilities have been met. If a SC's time significantly and consistently exceeds what is reasonable, the SC is obligated to notify the supervisor. Time commitments for the job include:

- Primary duty hours – 16 hours per week – which includes weekend custodial duties as outlined by the attached job description plus all University of Montana holidays.
- On-call hours (unscheduled) – must be available for emergency cleanups and hall staff meetings (4 hours of on-call = 1 hour actual hours)
- Not to be absent from campus for more than one weekend per semester. Any absence from campus for weekends or longer than two consecutive (2) days must be authorized by the Custodian Crew Chief.
- To be available from 7:00 AM to 3:30 PM on every Saturday, Sunday and Holidays unless otherwise authorized by the Residence Life Office
- To be present in the residence hall one night a week from 7:00 PM to 7:00 AM for a scheduled duty day. These days will be scheduled with the Custodial Crew Chief
- To be available to assist in clean up in case of emergency situations.

Outside Commitment: The SCs are expected not to accept or retain other assistantships or part-time employment which negatively affects the ability of the SC to fulfill SC responsibilities.

Confidentiality: The SCs are expected to maintain confidentiality concerning all residents and protect student information. All confidential materials (rosters, etc.) that are kept in the staff room should be properly stored in a locked location to ensure residents do not have access to the information. All conversations concerning residents and other staff must happen in private areas and only with necessary persons.

Appropriate Use of Keys and Access Cards: The SC position requires SCs to be responsible for keys and/or access cards that provide access to residents' rooms and The University of Montana Residence Life buildings. This responsibility must be taken very seriously and SCs will follow all Residence Life key and access card policies. Any SC who loses a key and/or an access card, must notify SC supervisor immediately. If any SC member loses a key and/or access card, this may result in termination.

_____ is extended an appointment as a Student Custodian in The University of Montana Residence Life Office for the academic year, **August 12, 2013-May 17, 2014**. Employment will be inclusive of the above dates with the exception of those periods when the halls are closed or with the expressed permission of your Custodian Crew Chief.

This work agreement is in concert with the Fair Labor Standards Act, Section 785.23 which specifies that an employee who resides on his/her employer's premises on a permanent basis or for extended periods of time is not considered as working all the time he/she is on the premises. Ordinarily, he/she may engage in normal private pursuits and thus have enough time for eating, sleeping, entertaining, academic pursuits, and other periods of complete freedom from all duties when he/she may leave the premises for purpose of his/her own. It is, or course, difficult to determine the exact hours worked under these circumstances and any reasonable agreement of the parties which takes into consideration all of the pertinent facts will be accepted.

I accept the position designated above as a member of the Residence Life Staff of The University of Montana for the academic year and agree to the conditions stated herein.

Date

Signature of Student Custodian

Student Custodian Printed Name

Date

Signature of Director of Residence Life