Student Custodian (SC) Position Description

Supervised By: Student Custodian Supervisor and Custodial Supervisor

Purpose of Position
To provide custodial services to assigned residence halls on weekends, UM holidays and Thanksgiving/Spring Break. The Student Custodian shall be on call every other week for all the residence halls. On call hours are from 7:00pm-7:00am the following morning. Weekly on call shifts will begin on Friday night and continue until the following Thursday night. On call hours are paid at a 4:1 ratio, with one paid hour for every four hours on call. Each on call night is three paid hours.

Compensation
Student Custodians are paid a competitive hourly rate for actual hours worked on Saturday and Sunday, and paid a 4:1 ratio (one hour of pay for four on-call hours) for nights on call.

Primary Duties

- The student custodian is required to maintain restroom cleanliness by making sure that all surfaces including sinks, mirrors, shelves, toilets, and urinals are clean. All trash/waste receptacles are emptied and relined with appropriate liners. All floors including showers are swept and mopped, and drains are cleared of any debris. Finally, check and/or refill paper and soap dispensers.
- The student custodian will maintain the cleanliness of the hall lobby, main lounge, the T.V. areas, stairwells, and hallways by making sure all trash receptacles are emptied, floors are swept and mopped, and carpets are vacuumed.
- During the winter, the Student Custodian will remove all snow/ice from each entrance at the start and end of their shift when necessary. Student Custodians will also apply ice melt as needed.
- In addition to weekly on call shifts, the Student Custodian will be available to assist in clean up in emergency situations within the Residence Life operation.

Position Requirements

- Mandatory training begins Wednesday, August 30, 2017.
- The Student Custodian is expected to attend in-service training and staff meetings throughout the year.
- Shifts run from 7:00am to 3:30pm with a half hour lunch break. Lunch is from 11:00am to 11:30am, and there are two 15-minute breaks.
- You are allowed one weekend off per semester. Arrangements must be made and approval received at least two weeks prior to the requested date.

Conduct

- 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.
Minimum Qualification

- Be a full-time student (12-18 undergraduate credits, 9-12 graduate credits)
- 2.25 GPA
- Be in good conduct standing with the University of Montana
- Available to work on weekends

25-28 Hour/Week Breakdown

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours per Week</th>
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<tbody>
<tr>
<td>Weekend/Holiday Primary Duties</td>
<td>16</td>
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<tr>
<td>On-Call/Duty</td>
<td>9-12</td>
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