

ENVIRONMENTAL SVC ATTND UY4061

Job Overview:

The Environmental Services Attendant may work in any location on the campus. This individual performs custodial duties in order to keep facilities on the WKU Campus in a clean and orderly condition. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position.

Primary Duties and Responsibilities

- The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.
- Cleans university classrooms, residence halls, laboratories, hallways, lobbies, lounges, restrooms, locker rooms, athletic areas, corridors, elevators, stairwells and any other public areas
- Dusts furniture and equipment, cleans chalkboards, draperies, and upholstered furniture
- Polishes wood and metal work
- Cleans windows/sills, door panels, washes walls and ceilings, and polishes woodwork & metal work
- Services, cleans and supplies restrooms
- Gathers and empties wastebaskets, segregates recyclables and transports trash to disposal/collection areas
- Cleans building floors by sweeping or vacuuming, mopping, scrubbing, sealing, finishing and polishing
- Transports equipment and/or supplies between buildings as required
- Moves furniture and/or sets up tables and chairs
- Will be required to properly and safely use cleaning chemicals per manufacturer and Sodexo standards
- Notifies team leader or supervisor concerning damage, vandalism, unsafe conditions, thefts, as well as the need for repairs
- Assists building security and safety by performing such tasks locking doors and turning off lights prior to leaving assigned work areas
- Performs minor maintenance and repair to floor machines, buffers and other housekeeping equipment.
- Performs preventative maintenance for housekeeping equipment to include checking brushes, rollers, electrical cords / ground, filters, etc.
- May perform other duties and responsibilities as assigned.

Experience/Knowledge:

- High School diploma, GED or equivalent experience.
- No previous experience required

Skills/Aptitude:

- Ability to provide positive customer and personal services including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Ability to monitor and assess performance of yourself to make improvements or take corrective action
- Ability to talk to others and convey information effectively
- Ability to manage one's own time efficiently
- Ability to work effectively in a service-oriented environment subject to frequently changing priorities
- Ability to work well individually and as a team member
- Ability to communicate with co-workers and other departments with professionalism and respect.

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Being reliable, responsible, dependable and able to fulfill obligations
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Being careful about detail and thorough in completing work tasks
- Ability to accept criticism and deal calmly and effectively with stressful situations
- Adhere to all University policies and regulations.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Knowledge of proper and safe use of applicable custodial equipment
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Overtime is expected during ballgames and special events that require housekeeping services. All team members are expected to pull their turn in the regular overtime rotation process.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends and some holidays.
- Must be able to wear protective eye wear, gloves, and slip-resistant shoes during work times for safety

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing and/or sitting position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting; however, may participate in or supervise outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
(Employee's Name)

Manager _____ **Date** _____