



Cleaning Services B *Facilities Management*

POSITION SUMMARY

Occidental College is a selective four-year private liberal arts residential college. It is a single hillside campus of 123 acres, 50 major buildings and just over one million square feet. During the academic year, over 1200 students live on campus, and during the summer, special events and conferences are housed on campus creating a seven-day a week support requirement. Performs a broad range of cleaning services necessary to maintain the college campus or facility in a clean and orderly condition for effective use by students, faculty and the public.

TITLE: Cleaning Services B

SALARY STRUCTURE POSITION AND LEVEL: Level 2 as defined by the College Union contract.

REPORTS TO: Cleaning Services Supervisor

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. A Cleaning Services B maintains areas of buildings in a clean, safe and sanitary condition. Some direct supervision and direction required.
2. Is aware of safety and health practices associated with cleaning services.
3. Dust mops and sweeps floors. Wet mops and polishes floors. Gathers and disposes of rubbish, paper and debris; empties and washes refuse containers from interior and exterior locations. Services soap and paper dispensers, and similar fixtures. Cleans chalkboards, trays and erasers. May make up beds with linens.
4. Dusts walls, desks, furniture, light fixtures, Venetian blinds, cabinets, ceilings, lockers, telephones, and other building accessories.
5. Vacuums and spot clean carpeting. Shampoos, cleans and treats carpeting. Refinishes and seals hardwood floors. Correct use of floor sealers, floor finishes and floor dressings. May operate equipment such as carts, scrubbing machines and extractor cleaning machines. Correct choice, and safe use of; cleaning materials, machines, tools and power cleaning equipment.
6. Maintains in a sanitary condition restrooms fixtures and floors utilizing proper and safe use of cleaning materials and chemicals. Sterilization; sanitation methods and techniques used in housekeeping work.
7. Safely moves, sets up, adjusts; desks, tables, and other furniture and equipment as required.
8. Locks and secures assigned areas.
9. Reports any problems, needed repair items or safety situations to any Cleaning Services supervisor.
10. Work effectively and harmoniously with college students, faculty, fellow employees and community members.
11. Perform related duties as assigned.

QUALIFICATIONS

MINIMUM QUALIFICATIONS: Able to bend, and walk for extended periods. Requires moderate physical strength, able to lift up to 50 lbs. The successful completion of a Cleaning Services course, or six (6) months of recent full-time cleaning service experience. The ability to receive and deliver communications in oral and written English. Safe use of a stepladder.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.