Job Title: Campus Custodian Aide

Supervisor: Facilities and Maintenance Aide and Campus Administrator

Employment Terms: 12 Months

Salary Range: $15.00 - $18.00 – hourly; 19.5 hrs/week (3:30 PM – 7:30 PM)

Location: Northeast Campus
1617 W. Williams Drive
Phoenix, AZ 85027

Skill Sets:
- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:
- Establish and maintain good rapport with students, staff and community.
- Assist the facilities and maintenance aide as it relates to building and campus PM assignments and other work as needed.
- Ability to perform general maintenance tasks and custodial duties.
- Maintain supplies and equipment (i.e., cleaning solutions, paper products, vacuum, mops, etc.) to ensure that availability of items required to properly stock facilities.
- Perform minor repairs and inspections on various items.
- Reports to campus administrator and facilities maintenance aide on major repairs or replacement of items needed, follow procurements procedures.
- Secure facilities and grounds to ensure minimal property damage, equipment loss and potential liability to the district.
- Be able to troubleshoot and assess repairs.
- Lift up to 60-pounds on a continual basis.
- Sets up chairs, tables and other furniture for meetings or other events as assigned by campus administrator or facilities and maintenance aide.
- Arranges furnishing and equipment to provide adequate preparations for meetings, classroom activities and special events.
- Assist other personnel with supporting them in completion of their work activities.
- Attend in service training (i.e. blood borne pathogens, first aid, etc.) for receiving information on new and/or improved procedures.
● Be willing to work flexible schedule when required.
● Other job-related duties as assigned.

**Qualifications:**
● High School Diploma or GED.
● Demonstrated ability to operate maintenance tools and equipment.
● Apprenticeships in any maintenance and repair field a plus.
● Ability to work independently.
● Prior related work experience or training.

**Requirements:**
● Ability to perform multiple, non-technical tasks with potential need to upgrade skills in order to meet changing job conditions.
● Ability to perform the functions of the job.
● Ability to perform basic math, including calculations using fractions, percent’s, and/or ratios; understand written procedures, write routine documents and speak clearly and understand multi-step written and oral instructions.
● Ability to schedule activities, collect data and consider number of factors when using equipment.
● Ability to work under direct supervision using standardized procedures.
● Must be able to pass a fingerprint and background check.
● Must have at the time of application and must maintain a valid Arizona Driver’s License.
● May be required to travel to perform job functions.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**
Submit online application: [https://west-mec.edu/employment/](https://west-mec.edu/employment/) Include:
  ○ Letter of interest
  ○ Current resume
  ○ Three professional references (names, addresses and phone numbers)

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