



*Northeast is an equal opportunity employer.*

**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
December 27, 2022**

**POSITION:** (2) Night Custodian

**DEPARTMENT:** Facilities

**REPORTS TO:** Night Custodial Group Leader

**DIVISION:** Administrative Services

**HOURS:** Non-Exempt, Full-Time, 40 hours per week, Sunday – Friday, 9:00 p.m. to 5:30 a.m. with a 30-minute unpaid lunch

**DESCRIPTION:** Complete daily cleaning duties of all College buildings as assigned and scheduled by the supervisor.

**SPECIFIC RESPONSIBILITIES:**

1. Sweep, mop, and scrub floors, stairs, and other surfaces, using light and heavy floor machines and attachments.
2. Scrub, strip, and polish floors using heavy (industrial type) floor powered scrubber and buffers.
3. Vacuum carpets in offices and public areas.
4. Shampoo carpets periodically using shampooing/extraction machine.
5. Clean and dust furniture, exhibit cases, pictures, whiteboards, etc.
6. Clean and service restrooms.
7. Remove, wash, clean, and replace venetian blinds.
8. Clean light fixtures of dirt and flies.
9. Clean windows, windowsills, mirrors, and all other glass surfaces both interior and exterior.
10. Empty trash receptacles and insert new trash liners. Remove collected trash to dumpster for disposal.
11. Move furniture, supplies, and miscellaneous equipment as needed or directed.
12. Collect recycling.
13. Report items that need repair such as doors, furniture, lights, toilets, etc. and conditions that present a hazard to the College community and its visitors.
14. Use cleaning products as instructed according to the manufacturer's instructions.
15. Use personal protective equipment as required by product instructions, OSHA, and any other regulatory agency requirements, or as instructed by supervisory personnel.
16. Perform other duties as assigned.

**EQUIPMENT USED:**

1. All cleaning equipment, including but not limited to, brooms, mops, scrubbers, buffers, burnishes, vacuum cleaners, shampooer, extractor, dusters, etc.
2. Safety equipment includes, but is not limited to, rubber gloves, safety glasses, rubber boots, latex gloves, face shield or safety glasses, and safety shoes as needed.

**QUALIFICATIONS:**

1. Must have the ability to read and write and follow oral and written instructions.
2. Some experience desirable.
3. Prefer a high school diploma or equivalent.
4. Must have dependable transportation.
5. Must be able to lift up to 50 lbs., and work for extended periods of time on feet.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*