

FWS Student Facilities/Custodial Assistant

Job Summary:

Assist in the maintenance or repair of buildings and facilities or assist in the maintenance and cleaning of assigned area. This position is looking for a detail-oriented and reliable Federal Work Study Student to supplement department operations.

Essential Functions:

- Performs a variety of semi-skilled tasks involved in maintenance of buildings which includes servicing/repairing equipment and fixtures
- Repairs and paints walls
- Cleans and repairs fixtures, equipment and appliances
- Cleans, sanitizes and maintains assigned buildings, classrooms, offices and restrooms facilities for assigned area
- Sweeps, vacuums, mops and utilizes cleaning equipment for assigned area
- Empties and cleans waste receptacles

Knowledge of:

- Methods, tools, and equipment used in facilities (trades)
- Operation of a variety of hand, power, and shop tools and equipment
- Basic Methods of material and equipment used in custodial work
- Safe work methods and safety regulations pertaining to work
- Occupational hazards and standard safety practices
- Regulations and Laws regarding disposal of various hazardous materials

Skills:

- Communicating clearly and effectively both orally and in writing; Understanding and following oral and written instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Performing semi-skilled maintenance repair work
- Operating and maintaining specialized tools related to building maintenance and repair
- Cleaning and maintaining assigned areas and equipment
- Operating and using cleaning equipment, tools, material and supplies