

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
2020

TITLE: Temporary COVID-19 Student Custodians
DIVISION: Physical Plant
DEPARTMENT: Physical Plant
STATUS: Part-Time, Temporary, Hourly, Non-Classified, Student Employee
SUPERVISION RECEIVED: Director of Physical Plant
SUPERVISION EXERCISED: None

JOB SUMMARY:

This position performs skilled manual labor duties requiring attention to cleanliness and safety of buildings. Position works mainly indoors during the academic year; occasionally works outdoors to clean and sanitize railings, door handles and perform minor maintenance work. During the time period from August through December this position works outdoors approximately 30 percent of the time. May work after 4:00 p.m. shift and evenings following campus events. Follows safety procedures in dealing with equipment and hazardous material. Maintains confidentiality of sensitive information.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a "caring regard" for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and "caring regard" for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

Personal Contacts: Frequent contact with students and staff.

Supervision Received: Daily supervision and assignment of tasks from Maintenance Engineer or Director of Physical Plant.

Essential Functions: Position requires ability to: clean, operate floor cleaning equipment, remove garbage, scrub, dust, vacuum, mop, move furniture, do lawn maintenance, change light bulbs, raise and lower flag, unload and stock supplies, lock and secure buildings. Position requires visual acuity to inspect designated areas, record keeping skills and ability to communicate.

PERFORMANCE STANDARDS:

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Work effectively with colleagues and students by practicing punctuality and respect for deadlines.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain strict confidentiality with all fiscal, human, and labor relation information.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma.
- Experience in custodial and basic maintenance work.
- Ability to obtain low pressure boiler's license.

JOB PERFORMANCE STANDARDS:

- Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:
- Performs assigned duties.
- Capably cleans and sanitizes assigned areas.
- Provides for a secure and locked building.
- Follows safety precautions in dealing with equipment and chemicals.
- Is able to work late hours, if needed, following campus events.
- Maintains confidentiality of sensitive information.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

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Human Resources Department

hr@dawson.edu

406-377-9430

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate. **This institution is an equal opportunity provider.**

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu Mailing Address: 300 College Drive, Glendive, MT 59330.