



**Wingate University**  
**Open Position Description**  
**Custodian, Campus Services**

**Position Title:** Custodian, Campus Services

**Position Location:** Wingate Main Campus

**Position Summary:** Custodian staff provide cleaning services in a variety of buildings and facilities (indoors and outdoors) on the University campus according to specified cleaning methods.

**Duties and Responsibilities**

- Maintain regular, predictable attendance on campus in accordance with University policy.
- Clean and sanitize/disinfect all indoor areas of campus using established practices and procedure, including bathrooms, offices, rooms / apartments, lobbies, common areas, classrooms, labs, outdoor stadiums, and other facilities. Refill restroom dispensers and empty wastebaskets.
  - Cleaning includes - dust and wipe furniture and baseboards; clean white boards or chalkboards and trays; sweep, mop or vacuum floors, accessible interior and exterior windows and blinds, replace soap / sanitizer, toilet tissue / paper towels, empty trash and recycling bins, take to proper disposal area
  - Maintain inventory of cleaning equipment, chemicals, and all supplies
  - Maintain security of assigned keys or access cards; lock and unlock doors on a designated schedule
  - Report maintenance concerns to Administrative Assistant for Campus Operations or Operations Coordinator (for example, light bulbs out, broken fixtures/appliances, damage to walls or furniture)
- Periodic heavy cleaning such as cleaning hard surface floors (strip and resurface) and shampooing carpets.
- Attend all safety training and other required meetings (ex., OSHA, Bloodborne pathogens, fire safety, etc)
- Assist as needed with preparation for events (tables, chairs, trash receptacles)
- Support additional functions and services provided by the Campus Service Center (grounds, maintenance tasks such as, but not limited to minor repairs, preventative maintenance, painting, changing air filters / cleaning HVAC units, laying carpet/LVT, snow/ice removal, disaster clean up, etc)

**Qualifications and Experience**

- Valid driver's license and acceptable driving record preferred.
- High school graduate or GED preferred.
- Previous housekeeping/custodial experience in a commercial setting preferred.
- Ability to follow instructions regarding the use of supplies and chemicals and use as directed.

- Ability to move items up to 35 pounds; position self to clean/access areas under and above furniture and equipment; withstand exposure to dust and standard cleaning supplies; move throughout buildings and from one campus location to another.
- Some night and weekend hours are necessary.

COVID Protocol: At this time Wingate does require employees to identify/disclose if they are vaccinated or unvaccinated. Employees must comply with all COVID protocols as established by the University at all times. Wingate University complies with all current CDC guidelines and OSHA standards for employers.

To apply, submit the following to **Human Resources** at [careers@wingate.edu](mailto:careers@wingate.edu)

- Statement of interest to include your:
  - Full name (legal name)
  - Email address
  - Phone number

Founded in 1896, Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs, regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and only 25 minutes from the Charlotte metropolitan area. Learn more at [www.wingate.edu](http://www.wingate.edu)

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.*