

PAUL QUINN

Custodian I – CROW

4 Part -Time Positions Available

Location:

Dallas, Texas (on campus)

Positions Available - Open Until Filled

- (2) Part-Time Morning Shift: 8 am to 2 pm with rotating weekends
- (2) Part-Time Afternoon Shift: 4 pm to 10 pm with rotating weekends

About Paul Quinn College

Paul Quinn College (PQC) has been widely recognized as one of America's most innovative small colleges. Founded in 1872 by African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses students' academic, professional, and social development.

By focusing on academic rigor, experiential learning, and entrepreneurship, PQC has become a model for urban higher education. As the ninth federally funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), Historically Black College, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real-world work experience while paying less than \$18,000 per year for tuition, fees, room, and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students, given that every year, 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment are prevalent, our work program provides them with the type of internship experience they have historically been denied.

Under President Michael J. Sorrell's leadership, Paul Quinn has become one of the nation's most innovative and respected small colleges. Fortune magazine recognized President Sorrell's work and the College's transformation by naming him one of the World's 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the Year by HBCU Digest and was named by Time Magazine as one of the "31 People Changing the South."

For more information about Paul Quinn College, please visit www.paulquinn.edu

Position Overview

Paul Quinn College seeks a Custodian for the CROW Residence Halls. The starting hourly wage for this position, based on experience, ranges from \$19-\$21 per hour. This position supports the educational and public service programs of Paul Quinn College by delivering effective operations support, maintenance

PAUL QUINN

services, and management of the college facilities' construction programs. The Custodian Services work unit exists to provide a safe, clean, and functional campus through continuous maintenance services, such as maintenance of college facilities and support for college events. This essential service position requires work during inclement weather, emergencies, and campus events. This position is eligible for shift differential when appropriate. This position is eligible for overtime when preapproved by the manager. This position will require you to work weekends.

Required Qualifications

- 6 full-time months of commercial institutional or industrial custodial experience.
- Basic computer skills for timesheet entry, online training courses, work orders, emails, and SDS sheets
- Reading, writing, and oral comprehension
- Strong customer service and interpersonal skills
- Ability to work independently and as part of a team
- Active listening skills
- Flexibility and adaptability to meet ever-changing demands
- Ability to climb, balance, stoop, kneel, and crouch for extended periods of time
- Ability to tolerate noise and vibration and work in inclement weather
- Ability to respond appropriately to supervision
- Follows policy and procedures and fully cooperates with supervisors and coworkers
- Ability to work and communicate with internal and external customers to meet their needs politely, courteously, and cooperatively. Committed to quality service

Residence Hall Custodial Job Duties

- Cleaning entryways, lounges, hallways, communal bathrooms, kitchens, computer labs, etc.
- Sweeping, mopping, vacuuming, dusting, taking trash to the dumpster, cleaning windows, cleaning bathroom fixtures, classroom furniture, light fixtures, baseboards, walls, hard surfaces, handrails, stairs, and floor mats using approved cleaning materials and techniques
- Inspects and keeps assigned areas clean and safe. Maintains entrances and breezeways. keeping the area clear of snow, ice, dirt, and debris
- Requires snow shoveling and salt disbursement
- Provides set up and take down support for campus events
- Works in teams to clean all living spaces in specified buildings after students and conference guests have vacated, preparing spaces for new occupancy, including deep cleaning of bedrooms, bathrooms, appliances, furniture, common areas, and carpets, requiring extensive communication and prioritization skills.
- Develop rapport with students in assigned buildings, making students feel at home and comfortable in their space.
- Answers questions and provides advice pertaining to campus resources and community activities.
- Utilize training to identify students of concern and refer or report as needed.
- Restock materials and chemicals needed for daily cleaning.
- Maintain a neat and tidy custodial closet, alerting Facilities Supervisor of needed supplies and changing vacuum bags and filters as needed.
- Alert Facilities Supervisor or General Laborer of necessary equipment maintenance.
- Monitor building facilities and convey facilities maintenance needs, such as broken windows, blinds, appliances, tears in carpets, etc., to Facilities Supervisor.
- Requires heavy lifting up to 50 lbs.
- Coordinates with co-workers on teamwork efforts.

PAUL QUINN

- Requires flexibility and adaptability skills to deal with last-minute changes.
- Different shifts and weekend work are required to cover activities.

Application Procedures

Please submit your completed application and application materials to hr@pqc.edu