

## WESTERN MICHIGAN UNIVERSITY

**TITLE:** West Hills Attendant I

**GRADE:** WA-1

**FUNCTIONS:**

This position provides custodial, client, and other support services to West Hills Athletic Club (WHAC). This position receives work direction from the Operations Manager of West Hills Athletic Club or his/her designee.

The incumbent cleans and maintains structures, fixtures and furnishings in assigned University buildings and cleans and maintains building exteriors and associated structural features including porches, stairways, walkways, and loading docks. This position cleans and maintains floors and floor coverings, including rugs and carpeting. The incumbent sweeps, mops, scrubs, strips, seals and refinishes floors, and applies sealers, finishes, buffing compounds and burnishers. In order to clean and maintain floors, the incumbent operates floor cleaning/maintenance equipment, including floor machines, high speed burnishers, automatic floor scrubbers, baseboard scrubbers, wet/dry vacuums, pressure washers, low pressure steam cleaners, and mobile waxers. This position surface cleans carpeting using a floor machine and bonnet, wet/dry vacuum, or dry foam equipment. The incumbent clean/spots carpeting and upholstery.

The incumbent performs complete cleaning and disinfecting of all restrooms, showers and kitchen areas. This position cleans fireplaces and removes and replaces shower curtains and drapes. The incumbent dusts, cleans and polishes all furniture and fixtures, and cleans ashtrays, mirrors, and showcases. This position changes lightbulbs and fluorescent tubes in all areas, collects trash from all areas and disposes of collected materials in appropriate refuse containers.

The incumbent washes windows inside and out, employing such equipment as high-pressure sprayers, window washers, brushes and squeegees. This position removes snow and ice from porches, verandas, walks and steps as directed by supervisory personnel, using appropriate tools and equipment, including snow, shovels and snowblowers.

The position assembles and arranges furniture and equipment, including tables, chairs, chalkboards, projector screens and other items, as required for conferences, meetings, banquets and other events. The incumbent assembles and arranges said items in accordance with printed or hand drawn diagrams and/or oral or written instructions.

The incumbent maintains the custodial closets, supply closets and equipment in a neat, clean and orderly condition. This position performs all work in accordance with established safety practices and with instructions/training received from supervisory personnel. The incumbent must wear substantial shoes at all times; must wear safety goggles when pouring cleaning compounds and other chemicals; and must wear safety goggles and a hardhat when changing lightbulbs and fluorescent tubes in ceiling and hanging fixtures. The incumbent must comply with all

OSHA/MIOSHA rules and regulations governing the use and storage of cleaning compounds and other custodial supplies and electrical equipment. As directed by the supervisor, the incumbent may provide work direction for student employees. This position performs additional duties as requested by supervisory personnel.

### **QUALIFICATIONS:**

The incumbent must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. In order to meet customer service needs of WHAC, the incumbent must have strong interpersonal skills and be able to interact with a diverse population.

In order to perform the essential functions of the job, the incumbent must be able to raise 50 lbs dead weight to a height of six (6) feet, and must be able to transport supplies and equipment weighing up to 50 lbs up and down stairs. The incumbent must be able to move mechanical devices carrying loads up to 1,000 lbs a distance of 0.5 mile in order to transport custodial equipment and supplies from loading docks and supply closets to areas to be cleaned. Emptying trash receptacles, sweeping, and dusting require incumbent to descend to and ascend from floor level height to 48" (four feet) at least 150 times per day.

The incumbent must be able to ascend ladders to a height of twenty (20) feet, and must be able to change light bulbs and florescent tubes, clean light diffusers and wash walls and windows while positioned on a ladder at heights up to 20 feet. The incumbent must be able to move forward and backward while operating mechanical devices and self-propelled electrically powered equipment and while utilizing mops, brooms and other cleaning tools. The incumbent must be able to traverse a minimum distance of five (5) miles per day in the process of covering the assigned work area.

The incumbent must be able to tolerate exposure to the full range of weather conditions, as well as exposure to fumes from cleaning chemicals, finishes, sealers and other compounds; and to dirt, mildew, and dust.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.