

Children's Unit for Treatment and Evaluation
Dr. R.G. Romanczyk, Director
P.O. Box 6000
Binghamton University
Binghamton, NY 13902-6000

Custodial / Maintenance Position Description

This position is with the **Research Foundation of SUNY at Binghamton**

REQUIRED TRAINING, KNOWLEDGE, EDUCATION, EXPERIENCE, OR SKILLS

- High school diploma or equivalent required.
- Previous experience with maintenance / janitorial services preferred.
- Applicant must be physically able to perform cleaning and periodic furniture moving, lifting, and storing of supplies (must be able to lift at least 50lbs.).
- Driver's license and own vehicle required.

NATURE AND SCOPE OF POSITION

- Must be able to demonstrate, via written exam, competency on Unit policies and procedures as presented in Staff Manual.
- The exam must be passed, (proficiency $\geq 90\%$), within the first month of employment. Failure to do so results in immediate probation. If the exam is not passed by the end of the 2nd month of employment, employment status will be affected. Exams will be administered a maximum of 3-times per employee.
- Staff manual exams are re-administered on an annual basis.
- Per State Education Department regulations all employees are subject to clearance through the State Central Register of Child Abuse / Maltreatment and fingerprint supported criminal history background check.
- Must be able to do ongoing routine housekeeping and maintenance tasks such as maintaining appropriate kitchen area hygiene, vacuuming and cleaning eating areas. Routine cleaning of classroom desks, materials, walls, etc. Periodic furniture moving to allow for carpet shampooing, and classroom restructuring, etc.
- Minor grounds-keeping for child play area.
- Assist nurse in monitoring and implementing OSHA standards of cleanliness and protocol.
- Assist staff in proper hygiene standards in toileting areas and programs.
- Must have own transportation so as to be able to make routine supply runs to local vendors (On average, once per month).
- Will be responsible for storing and inventorying, including appropriate computer records. Assist in maintaining supplies and materials for staff and Unit usage.
- Perform periodic minor repairs of educational equipment and furniture.
- Assist in unpacking and installing new equipment.
- Assist in minor non-electrical cabling installation.
- Assist in maintaining safety standards of Binghamton University.
- Assist in physical storage and movement of child and Unit records.
- Assembly of furniture and equipment.
- Maintain storage facilities.

HOURLY RATE OF PAY: \$7.75 to \$10.00 per hour dependent on experience

HOURS: Part time, Monday – Friday, 4-hours per day

Three letters of recommendation are required prior to employment.

We are an Equal Opportunity/Affirmative Action employer
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin,
Disability or Marital Status, in Accordance with Federal and State Law