

CSU
Position 7
3 PM – 11:30 PM, Monday - Friday

Area	Duty	Frequency
Carpeted computer area 26	Vacuum, trash	Daily
Carpeted dining areas by 108 109 111	Assist Pos. 4 with wiping tables, trashing, vacuuming, spot cleaning carpet	Daily
Heritage Lounge – 101 and carpeted area – 113	Vacuum, trash Spot clean	Daily As needed
Assist positions 4 and 6	Vacuum or sweep under tables Trash Restroom procedures	Daily
Stairwells D, I and J	Sweep Wet mop	Daily As needed
	Shampoo carpets in lounge areas, carpeted dining areas and computer areas and entries.	As needed
	Shampoo upholstered furniture in all lounge areas as needed. A schedule will have to be developed.	As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

Important notes:

Employee may be required to carry a communications device such as 2-way radio, cell phone, or pager.

Employees are responsible for replacing light bulbs in their area where ceilings are of average height – approximately 12 feet or lower.

All responsibilities outlined on this area description must consistently meet department standards.

Location of equipment closet:

Clean Up Kit	MSDS	Bio-hazard Bucket