

**Taylor Center
Position 2
3 PM – 11:30 PM, Tuesday - Saturday**

Area	Duty	Frequency
TC Entries	Lock Tuesday – Thursday. Deactivate handicap doors. May need to assist with locking fieldhouse.	
TC 101 Hall of Champions	Dust mop, auto scrub, edge, dust horizontal surfaces, vacuum or extract entry mats. Clean windows, display cases, concourse entry windows, box office window. Trash	Daily As needed. Daily
TC Concourse 104 105 106 TV areas	Dust mop, auto scrub, spot mop, empty and clean trash containers, clean horizontal surfaces.	As needed
TC foyers and link hallways 103 107 108 172	Dust mop, spot mop, trash Autoscrub, edge, clean horizontal ledges	Daily As needed
TC hallways and vomitoriums in lower level 001 036 061 064 090A 090B 090C 090D	Dust mop, spot mop, trash Autoscrub, edge, clean horizontal surfaces	Daily As needed
TC Bresnan Arena gym floor 090	Dust mop Autoscrub, remove black marks, tape residue, and glue	Daily As needed
TC Bresnan Arena seating	Check following classes. Clean (with clean up crew) following events.	As needed.
TC janitor closet 033	Clean and stock	As needed
TC event coverage	Provide set up and take down assistance during events taking place in Taylor Center. Must be available to respond to requests made during events.	As needed.
HC classrooms 1700 1702	Classroom procedures	Daily
Academic and administrative buildings	Assist carpet crew with carpet extraction procedures.	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 8 feet or lower.

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

Location of equipment closet: TC 173, 033 (scrubber), 139, 182. Supplies are in TC 075.

Clean Up Kit	MSDS	Bio-hazard Bucket
TC 173 (by elevator)	TC 173 (by elevator)	TC 173 (by elevator)