

**Wiecking Center  
Position # 2  
6 AM – 2:30 PM, Monday - Friday**

Area	Duty	Frequency
Children's House Kitchen (Before 7:30)	Trash sweep, wet mop Spot walls	Daily As needed
WC restrooms: B113M B113W B168 B169 A115 401A 262 263 359 360 361 362 511 512	Restroom procedures	Daily
Office complexes: A103 (Facilities Annex) A111 (Facilities) A118 (Phys Plnt) B102 (FCS) 217 (Univ. Stores) 228 (Post Office) 309 (Prtg. Serv.) 316 (Mil. Sci.) 319 (Stu. Support) 324 (Upward Bound) 330 (Bldg. Serv.) 358 (Purchasing)	Trash Vacuum	Daily 3x week
Faculty offices: B106 B107 B115 B116 B117 B120 B121 B122 B126 B127 B128	Trash Vacuum  Empty trash containers left in hallway.	1x week 1x 2 weeks
WC 221 (Conf. Rm.)	Trash, vacuum chairs Vacuum	Daily 2x week
WC 222 (Univ. Security)	Trash, vacuum	Daily
WC B118	Classroom procedures	Daily
WC 215 (MSCI Lounge)	Trash, dust/spot mop	Daily
WC 310, 500 (Bindery and Print Shop)	Trash, dust/spot mop	Daily
WC 331 (Lounge)	Trash, vacuum Dust, clean windows	Daily 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:**

Clean Up Kit	MSDS	Bio-hazard Bucket
Janitor room by MSCI WC 330 (office)	Janitor room by MSCI WC 330 (office)	Janitor closet by Children's House