



BENNETT COLLEGE

Job Posting

Title: Environmental Services Attendant

Date of Posting: 05/14/2021

Closing Date: Until Filled

Department: Facilities

Reports To: Director, Campus Operations

GENERAL SUMMARY:

The Environmental Svc Attendant may work in any location on the College's premises. This individual cleans and keeps in an orderly condition facilities and/or location on the campus.

ESSENTIAL JOB FUNCTIONS:

- Cleans offices, classrooms, common areas, lavatories, halls, and any other areas that may require attention.
- Sweeps, mops, scrubs, polishes floors and vacuums hallways, stairs and office space.
- Cleans light fixtures, ceilings and vents, walls, furniture, and windows.
- Will be required to properly and safely use cleaning chemicals per manufacturer.
- Empties trash and garbage containers.
- Replenishes supplies.
- May shampoo and cleans carpets or buff and polish floors which will require the use of mechanical equipment.
- May drive a golf cart or other vehicles.
- Moves furniture and sets-up tables and chairs.

- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Applies all applicable OSHA and related local safety requirements to all assigned work.
- Performs all work in accordance with established safety procedures.
- Performs other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn and use established techniques for the efficient and compliant completion of duties.
- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Ability to provide clear directions and respond accordingly to employees.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.
- Ability to work well under pressure.
- Adequate/reasonable oral and written communication skills.
- Ability to work well alone and in a team.
- Ability to use all relevant electronic and communication devices.

EDUCATION AND EXPERIENCE:

Required:

- High School diploma, GED or equivalent experience preferred.
- No previous experience required.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.