



# PERSONNEL REQUISITION

COPY

Date: 8/15/08

From: Fred Geib Department: Dining Services

Please procure, by transfer or from other sources, a candidate for:

Job Title: Part-time PM Relief Custodian Shift Required: Varied

Date Required: ASAP  Full-time  Part-time

Description of work to be done:

Check with manager on duty for special instructions. Fill in as needed for part time custodians scheduled days off. Take out trash as needed throughout Dining Hall, to ensure that the areas are kept clean. Clean restrooms and fill dispensers throughout facility. Keep maintenance room clean and in order, removing linen bags to dock area. Mop and or buff floor in food court, lobbies and kitchen. Make deliveries as needed. Clean hoods, tiles clean-up spills and perform other related duties when requested by management.

Special qualifications desired:

The appearance of the Dining Hall is crucial to the overall impression of its customers. The position is essential to the custodial team and to insure the cleanliness of the Dining facility. Must be able to function independently with limited supervision and have good attendance.

Supervisor/Chairperson: Matthew R. Quinn Date: 8/18/08  
VP for Business Affairs: [Signature] Date: 8/20/08  
Director of Personnel: [Signature] Date: 8/20/08  
Date received and posted: 8/20/08

**DINING AND CONFERENCE SERVICES**  
**JOB DESCRIPTION**  
**Part-Time PM Relief Custodian**

---

**FUNCTION:** Under the direction of the Service Supervisor, performs the duties of PM Relief Custodian in an efficient manner that meets the objectives of Ashland University and the needs of the student customers.

**SPECIFIC  
RESPONSIBILITIES:**

1. Check with manager on duty for special instructions.
2. Take trash out as needed in the kitchen and dock area, and perform any additional duties as necessary to ensure that the dining service areas are kept clean and in safe condition.
3. Clean restrooms and fill dispensers in the kitchen and restrooms.
4. Clean maintenance room and remove linen bags to dock area.
5. Mop and/or buff floor in food court, lobbies and kitchen.
6. Make deliveries as needed.
7. Be conscious of all spills, objects in areas, worn or broken that could cause injury.
8. Replace light bulbs when necessary.
9. Clean hoods and ceiling tiles.
10. Must be able to work scheduled shift as needed and weekends as needed.
11. Perform other related duties when requested by management.

**NOTE:**

The appearance of the dining hall is crucial to the overall impression of its customers. The position is essential to the public relations image. Must be able to function independently with limited supervision.