



Posted Dates: 06/12/2024- 06/26/2024

Internal Employment Opportunities

State University of New York Polytechnic Institute
100 Seymour Road, Utica NY 13502

Applications are invited for consideration for appointment to the following position:

Table with 7 columns: Title, Department/Division, Location, Work Week, Salary Range, Application Deadline, Date to be Filled. Row 1: Janitor, Facilities, Utica, Monday - Friday, SG-07, 10 bus. days, ASAP

Description of Duties:

- Oversee and coordinate the work of janitorial staff, including assigning tasks, providing training, and ensuring work is completed efficiently and according to standards.
Setting up and tearing down of event areas.
Cleaning and disinfection of all client spaces before, during & after events
Cleaning and disinfection of all Events Services equipment
Cleaning and organizing service corridors and event service storage areas.
Garbage and recycling collection and disposal from all client areas
Create and maintain cleaning schedules to ensure all areas are cleaned regularly and on time.
Monitor cleaning supplies and equipment, ensuring they are stocked and in good working condition.
Inspect work performed by janitorial staff to ensure it meets quality standards and specifications.
Ensure that all cleaning activities are carried out safely and in compliance with health and safety regulations.
Serve as a point of contact between janitorial staff and management, relaying information, concerns, and feedback.
Address any issues or complaints related to cleaning services and implement corrective actions as needed.
Maintain records of cleaning activities, including schedules, inspections, and inventory.
Sweep, mop, vacuum, and scrub floors; clean and sanitize restrooms, including toilets, sinks, and mirrors; refill soap and paper dispensers.
Empty trash bins and replace liners; dispose of trash and recyclables in designated areas.
Dust furniture, shelves, and fixtures; wipe down surfaces such as desks, tables, and countertops.
Operate various equipment such as scrubber, stripper, buffer in a safe and efficient manner.
Other reasonable duties as assigned.

Minimum Qualifications:

Non-Competitive: must be physically able to perform the tasks of the position and communicate orally and in writing to exchange information.

Applicants must address in their applications their abilities to work with a culturally diverse population. This position is contingent on the satisfactory completion of a background check; this position may require annual checks.

Persons interested in the above position must submit a resume, cover letter, three references, a diversity statement, along with The SUNY Polytechnic employment application. In compliance with the Americans with Disabilities Act (ADA), if you have a disability and require a reasonable accommodation to apply for a position, please email us at HR@Sunypoly.edu or call 315-792-7191.

Preferred Qualifications:

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume, cover letter, and diversity statement. All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.