

McKendree University
Fitness Center Custodial Assistant Work Agreement

Position Title: Fitness Center Custodial Assistant

Department: Campus Activities

Reports To: Manager of Campus Activities or designee

Position Type: Part-Time, On-Campus Student Employment

Positions Available: 6–8

Hours Per Week: Up to 6 hours per week

Position Summary

The Custodial Assistant supports McKendree University's Campus Activities by maintaining a clean, organized, and safe environment in the weight room and fitness areas. This position plays a vital role in ensuring that equipment and facilities are properly maintained for all students, faculty, and staff. It provides students with the opportunity to develop responsibility, time management, and teamwork skills while contributing to campus health and wellness.

Duties and Responsibilities

- Clean/disinfect weight room equipment, benches, machines, and high-touch surfaces.
- Sweep, vacuum, spot-mop, and maintain the cleanliness of floors and entryways.
- Re-rack weights and properly organize dumbbells, plates, bars, and accessories.
- Empty trash and recycling bins as needed.
- Report broken, malfunctioning, or unsafe equipment to the supervisor immediately.
- Identify and clean areas needing attention, even if not listed on the daily checklist.
- Maintain awareness of weight-room safety hazards (trip hazards, spills, etc.)
- Assist staff with special cleaning projects or event setup when requested.
- Follow safety protocols, including proper lift techniques and wear closed-toe shoes.
- Maintain professionalism and respect student privacy when in shared spaces.
- Perform other duties as assigned by the supervisor.

Qualifications

- Must be a current McKendree University student who qualified for Federal Work Study.
- Reliable, punctual, and demonstrates initiative.
- Strong attention to detail and commitment to cleanliness and safety.
- Ability to work independently and as part of a team.
- Positive attitude and willingness to learn.
- Physical Requirements
 - Ability to lift up to 50 pounds (23 kilograms) safely.
 - Ability to stand and walk for the full duration of the shift.
 - Ability to bend, reach, and perform routine custodial tasks.

Work Schedule

Shifts occur Monday through Sunday, with scheduling dependent on class schedules, facility needs, and departmental staffing levels.

Fitness Center Custodial Assistants may be scheduled individually or in pairs depending on facility needs.

Shift times may vary depending on facility use and event schedules.

Shift alterations must be approved in advance and may only occur with another authorized Fitness Center Custodial Assistant and notification to supervisor.

Students are expected to arrive on time and remain for the entire scheduled shift.

Compensation

This position is paid hourly at \$15.00 per hour. Only hours that are worked and accurately recorded will be compensated. Students must maintain Federal Work Study eligibility to continue employment.