**AMY SMITH**
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**Objective:**Seek the Position of Custodian

**SUMMARY:**Profoundly gifted Custodian with more than six years experience in performing custodial and maintenance duties in and around campus facilities; troubleshooting, performing minor repairs and responding to emergency calls for service; implementing setup and takedown for a wide variety of campus and community events; working closely with employees and the public to meet the custodial needs of the area; and resolving problems to ensure efficient and safe operations.

**Summary of Qualifications**

* Thorough knowledge of methods of maintaining, cleaning and preserving a variety of surfaces.
* Great knowledge of the proper use of a wide range of chemicals according to state and federal regulations.
* Excellent knowledge of handling and disposing of hazardous materials and blood borne pathogens with care.
* Exceptional ability to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.
* Profound ability to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise.
* Uncommon ability to establish and maintain positive working relationships with the campus community through effective communication.

**Professional Experience**

**University of Minneapolis, Minneapolis, MN**
2000 - Present

**Custodian**

* Schedule, coordinate, direct and perform routine and comprehensive custodial maintenance of assigned facilities.
* Vacuum, shampoo and spot clean carpets and furniture; wash windows.
* Remove trash in accordance with established procedures.
* Clean and disinfect restrooms, locker rooms, swim center, child care center, health occupations facilities and other facilities; order and stock facilities with paper and supplies.
* Report and respond to emergency calls for custodial assistance.
* Respond to service requests, coordinate resources and implement the set up and take down of furniture and equipment for a wide variety of campus and community events.
* Perform various maintenance and custodial duties such as installation and repair to fixtures in restrooms, labs and classrooms.
* Troubleshoot and repair minor plumbing and electrical problems; replace a variety of light bulbs and lighting accessories.
* Assist with, and perform refinishing of hardwood floors.
* Identify stains and use proper chemicals for removal.
* Maintain inventory and submit written requests for supplies; test and evaluate new supplies and equipment.
* Operate power equipment such as forklifts, carpet extractors, pressure washer, hand and power tools and campus vehicles.
* Perform preventative maintenance in and around facilities.
* Serve as a lead worker in the absence of the supervisor.
* Direct the work of student assistants and short-term, non-continuing employees.

**Education and Professional Training**

**Possess:**  Forklifts, Pesticides, Asbestos, Blood Borne Pathogens Training Certificates

**Current CPR and First Aid Training**

**High School Diploma** (2000)