



What did I do this summer?

A custodian at MIT!

By: Eric Santos



Starting in the office

- Handling daily calls- i.e. Deliver excellent customer service, review custodial requests, pest control data entry, and dispatching services calls to custodians
- Work order system- entering daily and past work orders on Excel spreadsheet
- Assist custodial services with day to day operations



Custodial assignments

- Removing Staples from boards
- Cleaning Windows and glass doors
- Cleaning staircases throughout campus



Safety

PPE- Personal protective Equipment

- Dust masks, goggles, and gloves
 - When working with chemicals, dust



Experience and what's like?

- Being able to see both sides of the department
- Continued my regularly custodian assignments
- Being open to the new experience of the office work



End, Thank you!