

## Maintenance Custodial Associate

Vincennes University is seeking applicants for a Custodian. This is a full-time support staff position with benefits.

### Introduction:

The Custodian is responsible for the cleanliness and custodial maintenance for a section of a building, the entire building or numerous buildings as deemed necessary.

### Work Performed

1. General cleaning of educational facilities, including conference rooms, offices, classrooms, labs, stairwells, etc.
2. Cleaning, sanitizing and servicing of restrooms.
3. Trash removal from work areas.
4. Daily maintenance of varied floor coverings, ie: tile, terrazzo, carpet; and cleaning of walls, furniture, glass, building entrances, etc.
5. Preventive maintenance of assigned custodial equipment.
6. Maintain security of the assigned job site, equipment, and supplies.
7. Read, understand, and comply with Material Safety Data instructions and other related policies of the University.
8. May be required to provide leadership for or be assigned to, specialty crews during certain periods of the year, i.e. scrub crew, etc. Will assist as needed with landscaping/grounds, moving/setup, repair/renovation, or other duties.
9. May be designated as a "lead" custodian for large buildings/areas which require multiple custodial staff.
10. Other duties as assigned.

### Requirements:

1. Minimum of 1-year custodial experience.
2. Possess a High School Diploma or G.E.D.
3. Possess and maintain a valid state driver's license.
4. Capability to safely operate motorized custodial equipment; i.e. automatic scrubber, buffer, carpet extractors, etc.
5. Maintain positive working relations and communications with co-workers, faculty, staff, students, and the general public.
6. The ability to perform regular custodial duties in all educational facilities, as well as in specialty areas such as laboratories or Funeral Services
7. Maintain good work ethics and attendance
8. Willing to work weekends, holidays, snow removal crew, special assignments, assist with event set-up as needed.
9. Understand and follow all safety procedures and use of safety equipment provided by the University.
10. Provide instruction to assistants and assist with the training of new co-workers.
11. Depending on assignment may be required to participate in weekend trash rotation and snow removal crew, carry a pager/cell phone and respond to pager/cell phone calls after hours or weekends. Will work in response to short-notice priority situations and work assignments as necessary.

### Working Conditions:

1. Regular Attendance is required.
2. Standing, bending, climbing, carrying, reaching, handling, use of fingers for 50% or more of the workday.
3. Occasionally lifting 50-100 pounds and over.
4. Must have adequate dexterity and ability to work on ladders, stairs, and in hot/humid conditions.
5. Schedule and assigned location may change from time to time and is contingent upon the needs of the department and Vincennes University.

This person will assist in all areas as deemed necessary by the Dept. Supervisor or Director of Physical Plant.

VU is committed to diversity in the college community.

Interested applicants should submit a cover letter, resume and contact information for three references to Vincennes University, Human Resources, 1002 North First Street, Vincennes, IN 47591, or email to [jobs@vinu.edu](mailto:jobs@vinu.edu). Position will remain posted until filled. Interviews may be held concurrently with the advertising period.