

## Custodial Maintenance Associate Lead

The Lead Custodian is responsible for the custodians, cleanliness and custodial maintenance for the buildings assigned to their shift. This is a working lead custodial position.

Work Performed: Will provide leadership on respective shift to ensure that crew members perform the following:

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 by pre-arranged time on their shift.
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, floor finish, carpet cleaning crew,etc. Will assist occasionally with event set ups & tear downs.
9. Will make decisions and arrangements to cover areas when employees are absent.
10. Will be responsible to phone/pager calls for emergencies or requests for urgent services during the shift.
11. Other duties as assigned.

### Requirements:

1. Minimum of 2 years or equivalent of custodial experience; practice good leadership and supervisory skills.
2. Possess a High School Diploma or G.E.D.
3. Possess and maintain a valid state drivers 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/oversee 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, holiday, 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 training of new co-workers.

### Working Conditions:

1. Regular Attendance is required. Actual schedule is contingent upon the needs of the Department and Vincennes University.
2. Standing, bending, climbing, carrying, reaching, handling, use of fingers 50% or more of the work day.
3. Occasionally lifting 50-100 pounds and over.
4. Must have adequate dexterity and able to work off ladders, stairs, and in hot/humid conditions.
5. Overseeing/assisting with custodial work at multiple locations.

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

Supervised by: Custodial Supervisor

### Benefits:

Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

### How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName\_FirstInitial\_JobTitle** to [jobs@vinu.edu](mailto:jobs@vinu.edu) or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check.

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