

HILBERT COLLEGE

OPEN POSITION ANNOUNCEMENT

October 28, 2021

JOB TITLE: Custodial Staff (full-time)

REPORTS TO: Director of Facilities Services

DEPARTMENT: Facilities Services

Job Summary: Ensure the safety and comfort of employees, visitors and students throughout campus. Responsible for the cleanliness of the physical plant. Respond to requests for emergency repairs or hazard remediation. Cleaning duties include, but are not limited to the washing of toilets, sinks, tubs, floors, dusting, vacuuming of rugs, cleaning mirrors, interior and exterior glass windows and doors, water fountains and walls and baseboards as needed. Shampoo carpets as needed. Auto scrubs and/or buffing of hard surface floors. Maintain sufficient soap and paper towels in lavatories. Remove trash from all assigned areas. Maintain housekeeping closet in a clean, neat and orderly fashion. Maintain additional stock of supplies in each assigned housekeeping closet. Order and requisition supplies through the Director of Facilities Services.

Requirements/Qualifications: Must be able to follow oral and written instructions. Must be able to meet the physical demands of the job including: moving objects, working in cramped quarters, standing, walking, stooping, kneeling, bending, climbing inside and outside of building and working in both hot and cold environments to accomplish related tasks. Must be able to operate powered cleaning equipment and work independently without constant supervision. High School diploma or equivalent required. Must have valid driver's license.

Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Gary Dillsworth
Director of Facilities Services
jobs@hilbert.edu

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦ Phone (716) 649-7900