

# HILBERT COLLEGE

## OPEN POSITION ANNOUNCEMENT

April 23, 2021

**JOB TITLE:** Custodial Staff (full-time)

**REPORTS TO:** Director of Facilities Services

**DEPARTMENT:** Building and Grounds

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**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. Orders and requisition supplies through the Superintendent of Physical Plant Operations.

**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.

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

Maura A. Flynn  
Director of Human Resources  
[jobs@hilbert.edu](mailto:jobs@hilbert.edu)

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