

# Position: Facilities Associate (Custodian)

## APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume,
4. Three references,
5. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

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**Job Summary:** Building Custodians are responsible for maintaining the cleanliness and appearance of assigned buildings or areas. This includes routine cleaning tasks, event setup, and light maintenance work.

### Work Environment:

- **Location:** 90% indoors (temperature-controlled), 10% outdoors (variable conditions).
- **Physical Requirements:** Standing, walking, and sweeping 60% of the time; bending, lifting, and squatting 40% of the time. May involve lifting/pushing up to 50 lbs.
- **Hazards:** Exposure to cleaning chemicals, occasional use of ladders, and powered equipment.
- **Schedule(s) available:** Monday through Friday, 7:00 AM – 3:30 PM; Tuesday through Saturday, 7:00 AM – 3:30 PM; 2<sup>nd</sup> shift, Tuesday through Saturday 2:00 PM – 10:30 PM. Punctuality and dependability are crucial.
- **Travel:** Minimal, typically for local errands.

## **Key Responsibilities:**

### **1. Cleaning (70%):**

- Sweep, mop, vacuum, and clean floors, furniture, windows, walls, restrooms, and other areas.
- Empty trash, maintain supplies, and ensure cleanliness both inside and outside the building.
- Perform deep cleaning tasks as needed.

### **2. Event Setup (20%):**

- Set up and take down furniture and equipment for special events.

### **3. Other Duties (10%):**

- Report maintenance issues, assist with snow removal, and perform monthly fire extinguisher checks.

## **Performance Standards:**

- Maintain cleanliness and safety standards based on university guidelines.
- Be punctual, reliable, and maintain a professional appearance.

## **Qualifications:**

- **Education:** High school diploma required.
- **Experience:** No prior experience necessary; custodial experience preferred.
- **Skills:** Ability to work independently and in teams, follow instructions, and maintain a clean and safe workspace. Ability to lift up to 50 lbs.

**Certifications:** A valid driver's license is preferred but not required.

**Salary and Benefits:** \$15.00 per hour with full-time employee benefits.

**Additional Information:** A more detailed job description will be provided at the time of the interview.

This is a full-time, non-exempt, hourly position with physical demands involved in maintenance.