



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Custodian	Physical Plant	Custodian Supervisor	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964. Regular attendance is both expected and essential to the job.

Scope of Responsibilities: Perform cleaning duties in a Grace facility to keep it in a clean and orderly condition. Clean classrooms, restrooms, lounges, offices, corridors, entrances, walls and windows.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

A. Duties:

1. Clean classrooms, restrooms, lounges, offices, corridors, walls, and windows daily, or as scheduled; sweep, mop, vacuum, and/or refinish floors; replace paper and soap products in restrooms, clean mirrors, scrub sinks and toilets; clean water fountains, etc.
2. Operate various types of equipment and machinery, including water vacuums, hand trucks, vacuum cleaners, and mini-extractors.
3. Collect and remove trash from buildings each day.
4. Provide summer cleaning of buildings, which may include lifting and moving furniture around rooms, cleaning floors and blinds, washing walls, doors, and furniture;
5. Perform all duties safely and professionally and in accordance with department policies and procedures.
6. Report any malfunctions and maintenance problems. Discuss work problems and/or schedule problems with management.
7. Assist with any outside cleaning chores, which include sweeping entrance areas and picking up trash.
8. Provide back-up cleaning assistance in the absence of other Housekeeping Service Partners.
9. May assist in completing laundry.
10. Perform light snow removal.
11. Perform other duties as assigned.

Qualifications:

A. Minimum:

1. Work related experience
2. Interpersonal skills
3. Strong Christian faith, commitment and volunteer service experience.

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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