

POSITION VACANCY  
PART-TIME

POSITION: Custodian  
GRADE & SALARY: 23  
DEPARTMENT: Building & Grounds  
SHIFT: Tuesday-Saturday  
5:00p.m.-10:00p.m.

POSITION REPORTS TO: Custodial Manager

JOB FUNCTION: This position involves the performance of routine building and cleaning duties, snow removal, light maintenance duties or other tasks as assigned by the Director of Facilities and Grounds or designated supervisor.

ESSENTIAL ELEMENTS:

1. Cleans all public areas, offices, baths, and shower rooms.
2. Dusts chairs, tables and room furnishings.
3. Washes windows, walls and woodwork.
4. Sweeps, mops, strips and waxes floors.
5. Vacuums and cleans carpeted areas.
6. Empties room wastebaskets, removes trash from buildings, makes minor repairs to buildings, building equipment, furniture, fixtures and painting as required.
7. Makes minor repairs to maintain the upkeep of; buildings, building equipment, furniture and fixtures.
8. Responsible for setting up special events throughout the year.
9. Polices litter on campus.
10. Responsible for snow removal and ice maintenance during inclement weather situations.

NON-ESSENTIAL ELEMENTS:

1. Performs other housekeeping, cleaning, snow removal and light maintenance duties as required by the Director of Facilities or the designated supervisor.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Ability to understand and follow oral and written directions. Ability to get along with others, ability to read and write, thoroughness, dependability and cleanliness, some building, cleaning and maintenance experience required. Regular lifting of up to 30lbs., squatting, bending, pushing, pulling and climbing steps and ladders. Lifting requirements between 50-75lbs. are required on occasion. Ability to stand and walk for long periods of time.

**INTERESTED CANDIDATES SUBMIT APPLICATION TO [hrjobs@kings.edu](mailto:hrjobs@kings.edu).**