Applications are being accepted for a Custodial Worker I position in Facilities Services. This position reports to a Custodial Supervisor. The work schedule is 10:00 p.m. to 6:30 a.m., Sunday through Thursday. The selected applicant will be required to pass a criminal background check and a pre-employment drug test.

Responsibilities

Work assignments for this position may include any or all of the following plus other duties as assigned. Employees are expected to use chemicals, supplies and equipment to manufacturer and University standards and to comply with University and OSHA policies and regulations. New employees must complete safety training within 6 months of hire.

Clean and disinfect urinals, lavatories, partitions and walls, trash receptacles and other surfaces and fixtures. Maintain supplies of toilet tissue, paper towels and soap in restrooms, showers and locker rooms.

Sweep, mop, dust, strip, wax and buff floors; vacuum and/or shampoo carpets; clean chalk and dry erase boards; clean and disinfect water fountains; collect and remove waste and/or recyclable materials; wash walls and windows; and perform other cleaning tasks in offices, classrooms, laboratories, entrance areas, conference/meeting rooms, dining areas, corridors, elevators, stairways, residence halls and other public or restricted areas in University buildings.

Move and set-up/dismantle tables, chairs, portable stages and risers and other equipment to prepare for or clean up after special events such as athletic events, commencement exercises, training events and meetings.

Remove ice and snow from steps and entry ways within 10 feet of building entrances.

Change and dispose of light bulbs in accordance with University safety training.

Visually check fire extinguishers.

Lock and unlock buildings.

Report safety concerns or maintenance/repair needs to supervisor.
Qualifications

REQUIRED: Ability to learn the operation and care of vacuum cleaners, scrubbing machines, buffers, and other janitorial equipment; to work effectively with fellow workers and others; to move and maneuver objects weighing as much as 50 pounds; and to understand and follow written and verbal instructions. Ability to work from a ladder.

Application Procedures

Submit a completed Washburn University Employment Application (available at www.washburn.edu/hr-forms) to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Resumes will not be accepted. Review of applications will begin August 22, 2016 and continue until interviews are scheduled. Entry rate is $9.72 per hour. Excellent fringe benefits package.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.