



Instructions

Requestors should complete Sections I & III and submit this form with the "Request to Fill Vacancy" form.

Section I. – Job Details

Job Title:	<i>Custodian</i>	Hourly/Salary:	<i>Hourly</i>
Department Area:	<i>Physical Plant</i>	Classification:	<i>Non-Exempt</i>
Location:	<i>Main Campus</i>	Travel Required:	<i>No</i>
Reports to:	<i>Custodial Supervisor</i>	Position Type:	<i>PT/FT</i>
Position Fill Date:			

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

FAX	EMAIL
(270) 789-5180	jobs@campbellsville.edu
Subject Line: Custodian	Subject Line: Custodian
Attention: Jason Lawson	
ONLINE	MAIL
Click Link Below	Director of Human Resources
APPLY HERE!	Campbellsville University
Scan QR Code	1 University Drive, UPO 944
	Campbellsville, KY 42718

Section III. – Job Description

Job Summary:

Full-time and part-time custodial positions on Campbellsville University’s main campus in Campbellsville, KY. Part-time positions will work 25 hours per week, consisting of five 5-hour shifts.

Job Responsibilities:

- Housekeeping duties: mopping, sweeping, dusting, emptying trash receptacles, scrubbing bathrooms, etc.
- Keeping the university facilities as clean as possible.
- Will assist in setting up for banquets, convocation, graduation, homecoming, and other special events on campus. This involves loading and unloading tables, chairs, etc. May also be asked to work during these events after regular hours.

- Will work home basketball and football games in rotation with other custodial employees, unless prior arrangements have been made.
- Assist with “non-custodial” duties when needed (policing grounds, moving furniture, pulling up carpet, etc.).

Skills/Qualifications:

- High school diploma or equivalent.
- Knowledge of and experience with custodial machines (buffer, extractor, floor machines, etc.).
- Knowledge of housekeeping supplies and their use.
- Sufficient physical strength to permit the lifting and moving of heavy objects is required.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by:	Jason Lawson	Date:	
Last Updated by:	E.J. Pavy	Date:	
Internal Post Date:		External Post Date:	