

Campbellsville UNIVERSITY

Job Title:	Custodian	Hourly/Salary:	Hourly
Department/Area:	Physical Plant	Classification:	Non-Exempt
Location:	Main Campus	Travel Required:	No
Hourly/Salary Range:		Position Type:	Full Time
HR Contact:	Jason Lawson	Date posted:	
Position Fill Date:		Posting Expires:	
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		
Applications Accepted By:			
Fax or E-mail: (270)-789-5180 jobs@campbellsville.edu Subject Line: Custodian Attention: Jason Lawson		Mail: Director of Human Resources Campbellsville University 1 University Drive UPO 944 Campbellsville, KY 42718	
Job Description			
<p>Qualifications:</p> <ul style="list-style-type: none"> • High school education 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. <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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, i.e. policing grounds, moving furniture, pulling up carpet, etc. <p>Essential Responsibilities:</p> <ul style="list-style-type: none"> • 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. 			

The regular operating hours for the Physical Plant Department are Monday through Friday, 7 am to 4 pm, Eastern Time.

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. 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.

Reviewed By:		Date:	
Approved By:	Jason Lawson	Date:	
Last Updated By:		Date/Time:	