



ANNOUNCEMENT OF POSITION VACANCY  
**Custodial Team Member - Auxiliary Custodial Services**

**RESPONSIBILITIES:** The Custodial Team Member provides cleaning services in buildings funded by auxiliary activities or organizations by providing janitorial services, utilizing the service request process, anticipating campus needs, and proactively supporting the campus events calendar.

In addition to other related duties, the Custodial Team Member's essential duties and responsibilities include:

- Perform cleaning duties, including: sweep, dust mop, wet mop, auto scrub floors; re-lamp lighting fixtures; clean water fountains; empty and clean waste containers; clean walls, doors, and windows; dust flat surfaces and vents; clean and sanitize all restroom fixtures, urinals and toilet bowls etc.; clean toilet partitions and doors, sinks, mirrors; restock soap and paper products; vacuum and spot clean carpet; straighten and move furniture; shampoo upholstered furniture; set tables, chairs and media equipment for meetings; clean chalkboards, trays, and erasers; empty pencil sharpeners; secure areas as required (by locking and unlocking rooms and buildings); haul trash to dumpster; and, drive motorized cart to haul trash and bags of shredded paper.
- Input work requests and fill out time log in maintenance management system ("School dude").
- Clean and maintain equipment
- Use proper personal protective equipment
- Perform floor-care cleaning duties: spray buff floors, burnish floors, refinish wood, concrete and vinyl composite floors, and carpet extraction
- Move furniture and mattresses from and to campus buildings and locations, by driving Colorado Mesa University vehicles.
- Participate in training meetings on safety, cleaning procedures, and equipment product use.
- Carry out these duties in a safe manner that endangers no one, including self, coworkers, staff, and students.

**REQUIRED EDUCATION & EXPERIENCE:** High school diploma or GED and six months of custodial experience related to the duties listed above are required. Two years of relevant experience will substitute for the high school diploma or GED. Must have ability to work as a team member with others in the Facilities Services Department by communicating custodial activities and schedules, informing supervisors of staff needs and changes, supporting goals and objectives of the other units within Facilities, and being a valued resource to others. Must have ability to work with a computerized maintenance management system and be able to work and communicate effectively at all levels within the University. Must possess and maintain a valid Colorado Driver's License.

**DESIRED QUALIFICATIONS/EXPERIENCE INCLUDE:** Experience working with student employees in an educational environment, experience working in a higher education setting, are highly desired.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- frequently stand, walk, climb, balance, reach, sit, and talk or hear.
- frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- frequently and repetitively stoop, kneel, crouch, and/or crawl to clean at the ground level. (i.e. ability to clean baseboards, base around toilets, windows).
- handle and grasp a variety of cleaning tools, both manual and mechanical: handling includes seizing, holding, grasping, turning, or otherwise working with hand or hands. In addition, the employee must have fingering ability including picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- reach in any direction to perform a number of tasks such as re-lamping light fixtures, dusting, cleaning mirrors and windows.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**TYPE OF APPOINTMENT:** Full-time, administrative appointment.

**SALARY:** \$25,305/year. Excellent health and retirement benefits package.

**APPLICATION DEADLINE:** To ensure consideration, complete applications must be received by January 3, 2017.

**TO APPLY:**

Submit the following completed forms:

- [Employment Application for Custodial Team Members](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

**Email to:** [CMUJobs@coloradomesa.edu](mailto:CMUJobs@coloradomesa.edu). Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. **Electronic application materials must be submitted as a .pdf or Word document** (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste into the body of your email; send as attachments.

**Or Mail to:**

Custodial Team Member - Auxiliary Search Committee  
Human Resources, LHH 237  
Colorado Mesa University  
1100 North Avenue  
Grand Junction, Colorado 81501-3122

**Applications may be picked up** in CMU's Human Resources Department, Lowell Heiny Hall, Room 237.

Phone: 970 248-1820

**PLEASE NOTE:** So that we may rate your qualifications accurately, please assure that your application provides detail of your education, experience, and duties performed in prior custodial work assignments and your qualifications as they relate to the specific requirements, responsibilities, and preferences of this position.

**Screening for this position may include a comparative analysis of the qualified applicants, reference checks, employment verifications, a criminal background check, pre-employment drug and health screens, and driver's license verification.**

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility.*

*Colorado Mesa University is an Equal Opportunity Employer,  
committed to a culturally diverse faculty, staff, and student body.  
Women and minorities are encouraged to apply.*

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