



**ANNOUNCEMENT OF POSITION VACANCY**  
**Custodial Team Member - Auxiliary Custodial Services**  
**(Filling Three Positions)**

**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
- Two years of relevant experience will substitute for the high school diploma or GED.
- 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.
- Ability to work with a computerized maintenance management system
- Ability to work and communicate effectively at all levels within Colorado Mesa University
- Must possess and maintain a valid Colorado driver's license.

**Physical Requirements:**

Must be able to lift and/or move up to 50 pounds occasionally, 20 pounds frequently, and/or ten pounds constantly. While performing the duties of this job, the employee will likely be frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock.

**DESIRED EXPERIENCE:**

- experience working with student employees in an educational environment
- experience working in a higher education setting

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

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 June 19, 2017.

**APPLICATION:**

Submit the following forms:

- [Employment Application for Custodial Team Members](#)
- [Voluntary Affirmative Action form](#)

So that we may rate your qualifications accurately, please assure that your application details your education, experience, and the duties you performed in prior custodial work assignments. Please also assure that your application documents your qualifications as they relate to the specific requirements, responsibilities, and preferences of this position, including the dates of employment and hours worked there per week.

PLEASE NOTE: Screening for this position may include a comparative analysis of the qualified applicants, reference checks, employment verifications, a criminal background check, drug screen, post-offer testing, and driver's license verification.

**Mail to:**

Auxiliary Custodial Team Member Search Committee  
Human Resources, LHH 237  
Colorado Mesa University  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

**OR 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 application materials into the body of your email; send materials as attachments.*

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.

Pos# AF140M, AF140C, AF140P

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