



Custodian - Building Authority

Closes On: September 30, 2022 at 10:14 AM CST

Job Status: Full-Time

Shift: 4:30 PM - 12:30 AM

Days Worked: Mon., Tue., Wed., Thu., Fri.

Details: Open Until Filled

Salary Information

\$11.86/Hr to \$17.74/Hr Depending on Qualifications

Full-Time shift available is 4:30pm-12:30am with a 30 minute lunch

Full benefits with Full-Time employment

Job Duties

Responsible for the custodial care and keep supplies stocked in rest rooms. Clean and disinfect restrooms, floors, walls mirrors, all fixtures and drinking fountains daily. Responsible for dusting of desks, shelves, file cabinets, counter tops, ceiling fans, chairs and furniture as needed. Regularly cleans door knobs, handles, countertops, doors and window ledges, blinds and glass. Keeps the snack bar cleaned as needed or scheduled. Sweep all rooms and halls daily. Vacuum, scrub and burnish floors as scheduled. Required to assist with maintenance and cleaning of surrounding grounds, including snow removal and other emergency events. Snow and emergency events could also include before and after regular business hours and weekends. Operate equipment and floor machines. Set up and take down tables/chairs for meetings as required. Secure doors or unlock building as needed. Maintain records and report any problems and supply needs. Performs other duties as assigned.

Minimum Qualifications

- 1) A High School diploma or the equivalent is preferred. An 8th grade minimum education is required.
- 2) Job related experience such as general custodial and maintenance practices preferred.
- 3) Must be able to operate equipment and be able to lift 50 lbs.
- 4) Demonstrate skills for assigned work with the willingness to learn.
- 5) Demonstrated aptitude or competence for assigned responsibilities.
- 6) Ability to read and comprehend written material.
- 7) Ability to work effectively with co-workers, customers, clients and supervisors.
- 8) Such alternatives to the above qualifications as the Building Authority Superintendent may find appropriate and acceptable.
- 9) Must pass pre-employment drug test, strength test and background check.
- 10) No felony or serious misdemeanor convictions including expungements.



Physical Requirements

Work Type: Medium, exerting 20 to 50 pounds of force occasionally, and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

Climbing/Balancing: Minimum of climbing includes, uneven surfaces, balance required.

Walking: Extensive Amount required.

Stooping/Bending: Frequently. Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions.

Hearing: Perceive nature of sounds by ear.

Speech: Express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring minimal eye/hand/foot coordination.

Manual Dexterity: Frequently operates equipment requiring some dexterity.

Veteran's Preference

Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications of the position and successfully pass any required pre-employment testing or any requirements such as licensing. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring officials. To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probationary period of covered positions.

[Veteran's Preference Notice](#)

[Veteran's Preference Eligibility Request Form](#)