



BUILDING SERVICES – CUSTODIAL

Franklin College is seeking to fill a second shift, Building Services – Custodial position that is scheduled Sunday through Thursday 3pm to midnight with Friday and Saturday as normal off days. Building Services personnel are responsible for providing custodial and minor maintenance for Franklin College facilities. This is an hourly, full time, position and will report to the Superintendent of Building Services.

ESSENTIAL FUNCTIONS:

- Floor care - includes vacuuming, sweeping, scrubbing, mopping, buffing, dusting, carpet cleaning and stripping.
- Applying wax and sealers
- Trash collection and disposing in dumpster
- Dust
- Wash windows, walls, and baseboards
- Clean bathrooms, showers, mirrors, showcases, water fountains, etc.
- Move furniture and other items
- Set ups for meetings and other functions may be an occasional task.
- Understanding and following safety rules and instructions on labels on all materials.

OTHER DUTIES:

- Maintain equipment
- Change light bulbs
- Police area around building
- Report emergency repairs as required
- Open and close windows, lock and unlock doors
- Keep work area clean, neat and orderly
- Other duties as assigned

Requirements include HS diploma or equivalent; experience desired. Successful candidate must be able to lift 10-25 lbs. frequently and 50-75 lbs occasionally. Post offer functional testing required. Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, EAP, and tuition benefits for employee and their family. Review of applications will begin immediately. Applicants need to submit a cover letter, resume and a list of three professional references to:

Office of Human Resources
Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@franklincollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

