State of Connecticut
JOB POSTING

Southern Connecticut State University

CUSTODIAN

Facilities Operations Department

PLEASE FOLLOW THE APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Closing Date: **December 30, 2011**

Job Title: **Custodian – Full Time (37.5 hrs/week) (2 positions)**

Work Schedule: **Sunday – Thursday; 11:00 p.m. – 7:00 a.m.**

Salary Range: **$31,893.00 - $39,854.00 FTE**

Search Number: **C11-006B, C11-006C**

Location: Engleman Hall, Lyman Center, Earl Hall, Buley Library, Jennings/Morrill Hall, Pelz Gym, Davis Hall, Facilities Operations Building, TE 6-7-8, Granoff Health Center, Moore Field House, Wintergreen Building, Orlando House, Admissions Building, Lang Building, OB-1, Nursing Building, Seabury Hall, Ethnic Heritage Center, and Old Student Center

PURPOSE OF CLASS:
In a state agency this class is accountable for performing the full range of basic tasks in the cleaning and maintenance of buildings.

SUPERVISION RECEIVED:
Initially works under the close supervision of a Lead Custodian, Supervising Custodian or an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES:
Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:
Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING:
Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT:
Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT:
Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

WORKING CONDITIONS:
Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

To Apply: Interested candidates should submit a signed State of Connecticut Application for Examination or Employment Form CT-HR-12 located at http://das.ct.gov/employment. State employees attach copies of your last two performance appraisals. Non-state employees please attach three letters of reference. Reference the search number on your application.

All application materials must be received by close of business on December 30, 2011.

Submit Applications to:

Attention: Mrs. Amanda Salvo, Associate
Southern Connecticut State University
Office of Human Resources
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-5571

In accordance with CSU System policy, all candidates for employment at Southern Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

SCSU is an Affirmative Action/Equal Employment Opportunity Employer. The University seeks to enhance the diversity of its faculty and staff. Persons of color, women and persons with disabilities are strongly encouraged to apply.