



Elizabethtown College

Career Opportunity

Full-Time Environmental Services Worker

Elizabethtown College has an opening for a full-time Environmental Services Worker. Duties include cleaning of buildings and related work. A valid driver's license of at least 3 years is required. The hours are Friday through Monday nights from 6:00 pm through 4:00 am.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult www.etown.edu.

To apply, candidates should send a letter of interest, employment application, resume, and contact information of three references to:

hr@etown.edu (preferred)

-OR-

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022

For more information visit: www.etown.edu/humanresources

As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.



Position Title: Environmental Services
Department: Facilities Management
Reports to: Shift Supervisor
Work Hours: Vary based on shift
Status: Full-time
FLSA Classification: Non-exempt
Creation/Revision Date: 3/25/04; 8/23/05; Revised 2/5/2014

SUMMARY

The primary purpose of this position is to complete custodial and cleaning duties for all campus buildings while interacting positively with all members of the College.

ESSENTIAL FUNCTIONS

- Clean restrooms daily
- Dust mop, wet mop, buff, strip, and wax floors
- Empty wastebaskets and collect trash
- Clean classrooms, offices, lounges, restrooms, locker rooms, hallways, and stairwells
- Clean drinking fountains
- Vacuum carpet
- Dust furniture, clean blackboards, and wipe walls
- Operate floor and carpet machinery
- Report all vandalism and needed repairs to the Shift Supervisor
- Maintain all outside entrance areas free of debris and snow
- Complete bio-hazard clean-up training and provide this service
- Other duties as assigned, such as, but not limited to snow removal, set-ups, and grounds work

NON-ESSENTIAL FUNCTIONS

- Must complete work in accordance to the Mission, Vision, and Values of the department and College
- Conduct all responsibilities in a safe manner according to regulations (OSHA, EPA, etc.)

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

High school diploma is preferred; plus one to two years of custodial experience; or equivalent combination of education and experience.

Certificates, Licenses, and/or Registrations

This position requires a valid driver's license for business travel purposes (individual must have a US driver's license for at least three years; a motor vehicle record check will be run and the incumbent must pass the College's MVR rating system).

Other Skills, Abilities, and/or Training

- Ability to work extended hours as needed
 - Ability to work weekends
 - Strong organizational skills and attention to detail
 - Good interpersonal skills and desire to be a team player
 - Exceptional customer service skills
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- Excellent oral communication skills (i.e. ability to deal effectively with others, speak professionally on the phone, etc.)

PHYSICAL DEMANDS

- Rarely required to remain seated in a normal position for long periods of time
- Regularly required to walk about
- Regularly required to maintain balance while walking, standing, crouching, or running
- Regularly required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Regularly required to stoop, kneel, crouch, and/or crawl
- Regularly required to climb stairs and/or ladders
- Occasionally required to lift up to 50 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 50 pounds a distance of 10 feet
- Occasionally required to stand for long periods of time

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions, outdoor weather and temperature extremes, and moderate noise level.
