

Lock Haven University of PA

POSITION ANNOUNCEMENT

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J205 East Campus, Lock Haven University Lock Haven, PA 17745

Internal Staff Vacancies

Custodial Worker I July 19, 2007

Department: Facilities
The Position: Custodian
Full-time, Nine (9) month assignment
Position #: 50011471
Schedule: 0600 to 1400
Salary: \$10.99 per hour
Supervisor: Custodial Supervisor
Application Date: July 23, 2007
Anticipated Start Date: On or about August 20, 2007

Responsibilities: Under the general supervision of a Custodial Area Supervisor, performs a variety of general cleaning and housekeeping duties in offices, dormitories, classrooms, gymnasiums and other areas on and possibly off campus.

Specific Duties: .

- An employee in this class performs a variety of tasks of an unskilled nature in connection with cleaning functions. Work involves the use of custodial supplies and modern cleaning equipment, and may involve the moving and lifting of heavy furniture. Work is performed in accordance with a well established routine, and is subject to inspection during progress or completion for attainment of established standards of cleanliness.
- Interacting positively and cooperating with co-workers, responding politely with customers, working as a team member, responding in a positive manner to supervision and functioning under intense pressure.
- Other related duties as assigned.

Qualifications:

**Knowledge,
Skills and
Abilities:**

At least three months of related custodial experience;
Knowledge of cleaning materials, machines and practices;
Ability to lift 50 lbs.;
Basic housekeeping and repair skills;
Basic reading and writing skills.

How to Apply:

Only temporary, Custodial Worker I employees can bid on this position using a bidding form which is available at: <http://www.lhup.edu/HR/forms.htm>. All other internal persons interested in this position should submit a letter of application, resume, and the names and telephone numbers of three references to: Ms. Deana Hill, Assistant Director of Human Resources, J203 East Campus, LHUP, Lock Haven, PA 17745. Materials must be submitted by July 23, 2007 at 4:00 p.m.

An LHUP Application for Employment **MUST** be submitted with application materials for full consideration.

The successful candidate must be able to communicate well and successfully complete the interview process. The successful candidate will also have to complete a background investigation as a condition of employment.

LHU is an equal opportunity/affirmative action employer and encourages applications from minorities, women, veterans, and persons with disabilities. LHU is a member of the Pennsylvania State System of Higher Education. Our Web site address is www.lhup.edu .