

**FRANCISCAN UNIVERSITY OF STEUBENVILLE  
RECRUITMENT ANNOUNCEMENT  
JOB OPENING**

**Date:** July 23, 2018

**Position Available:** Custodial Coordinator

**Position Reports to:** Manager of Custodial & Safety Services

**Department:** Physical Plant Services

**FLSA Status:** Non-exempt

**Schedule:** Monday-Thursday 1:30 PM – 10:00 PM; Friday 9:30 AM – 6:00 PM, 40 hours/week

Please apply online: [Franciscan University Staff Positions](#)

**POSITION SUMMARY**

The Custodial Coordinator is responsible for custodial services in educational and office buildings on campus.

**PRIMARY RESPONSIBILITIES**

1. Coordinates and supervises all custodial services in Egan Hall, SS Cosmas & Damian Hall, Christian Outreach Offices, the Physical Plant Services building and backup coverage of all other buildings on campus.
2. Hires, schedules, organizes, directs, evaluates and works with up to 30 student workers.
3. Supervises daily all student custodial personnel in their buildings.
4. Ensures student custodial personnel receive skill and safety training.
5. Implements and manages custodial policies and procedures.
6. Ensures safe work practices and a high level of custodial care in each facility.
7. Maintains all custodial equipment in good condition.
8. Conducts daily building inspections.
9. Works with various employees, offices and departments to resolve problems/complaints related to custodial services.

This is not intended to be an all-inclusive list. Additional duties, expectations and responsibilities may be added or changed as needed to meet the University's needs.

**REQUIREMENTS**

Must understand, support and embrace the mission of Franciscan University of Steubenville and possess the following:

**Work Experience**

- Must have a good record of custodial work experience.
- Must have proven leadership ability.
- Must have knowledge of cleaning methods, material and equipment.
- Experience in positions of leadership and supervision is desired.

**Competencies**

- Drive for Results: Ability to work safely and effectively in a busy, service oriented environment that is subject to frequently changing priorities.
- Quality of Work: Ability to be detail oriented to ensure that conditions in assigned buildings are clean, safe and up to campus standards.
- Written and Verbal Communication Skills: Uses effective techniques to ensure clear and actionable communications when directing work assignments for up to 30 student workers.

**Education**

- Associate Degree.
- Maintain a valid driver's license and be insurable under Franciscan University's auto insurance policy.

**Technical Skills**

- Must have a working knowledge of computers and handheld devices.
- Knows and demonstrates techniques of using custodial tools and ability to perform minor repairs to custodial equipment.
- Must have knowledge of cleaning methods, materials and equipment.

**Workplace Factors**

- Have the strength and dexterity to perform the duties and responsibilities of the job.
- Perform heavy lifting and transport equipment and labor materials to various sites.
- Walk, climb ladders, work from heights and be able to stand for long periods of time.
- Work in confined spaces occasionally, and in some that require bending, stooping and kneeling.
- Be able to withstand inclement weather.

Candidates must submit an online application, a resume and a cover letter that demonstrates their fit for the position based on their experience, accomplishments and skills as well as their desire to advance the mission of Franciscan University.

Please apply online: [Franciscan University Staff Positions](#)

For other information and job postings, visit our website at <https://www.franciscan.edu>

Franciscan University of Steubenville is committed to principles of equal opportunity and is an equal opportunity employer.