Vacancy Announcement
Custodian

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

The Custodian will clean and maintain the school or other educational facilities at Virginia Union University

Duties and Responsibilities:
Specific duties may include and are not limited to the following:

- Performs general cleaning and janitorial duties in the common areas of the building.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Assists in cleaning and sanitizing restrooms and cafeteria.
- Performs limited grounds maintenance such as mowing and trimming lawns and hedges and cleaning snow from sidewalks.
- Ensures heating and cooling systems are operational.
- Maintains a neat and orderly janitors’ room; ensures cleaning and maintenance supplies are stocked.
- Washes windows.
- Assists in examining school for safety hazards; reports deficiencies to lead custodian, principal, and/or school resource officer.
- Performs other related duties as assigned.

Qualifications:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the school clean and orderly.
- Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.

Education and Experience:

- High school diploma or equivalent required.
• Must pass a background check.

Physical Requirements:
• Prolonged periods standing.
• Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu

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