



Position Description

Maintenance Custodian: Hourly Salary: \$15.00 - \$17.00 Commensurate with experience
Primary Location: Philadelphia
Purpose: General custodial maintenance of the Philadelphia campus facilities
Reports to: Director of Facilities Maintenance

Major Responsibilities

- Set up and tear down rooms for campus meetings and events (chairs, tables, podiums, etc.) as scheduled.
- Complete daily, weekly, monthly and quarterly and annual cycles of cleaning (mopping, sweeping, vacuuming, trash removal, etc.) restrooms and kitchen areas, stairwells, office, classrooms, and entry areas.
- Assist other Facilities team members with light maintenance tasks (painting, carpentry etc.) as needed.
- Provide progress feedback regarding work completed, outstanding projects, and situations that may require additional attention
- Maintain cleaning equipment
- Inventory/order cleaning supplies for campus
- Perform minor repairs
- Assist outside evening groups with any facility emergencies
- Support the Seminary's educational mission by interacting with other members of the campus community and our visitors in a professional and cordial manner
- Assist as needed with other seasonal duties as assigned, including occasional snow or leaf removal

Qualifications

- Minimum 2 years custodial experience in a custodial or maintenance experience (preferably in a school, university, hospital, institutional setting, etc.)
- Ability to follow directions and prioritize work as directed
- Ability to communicate professionally and appropriately with others

Physical Demands:

Sits, stands, bends, kneels, will climb, has good sense of balance to work on heights. Some lifting of medium and/or heavy equipment and tools.

Working Conditions:

There will be some exposure to hazards or risks. There will be exposure to weather condition extremes, heat and cold. Additional work hours, including weekends, are at times necessary to maintain a clean and safe facility.

To Apply: Email resume/work history to myhr@uls.edu

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