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| ETS Logo 300DPI.jpg   *ADMINISTRATION* Rev. Dr. Kenneth E. Harris  *President and Professor of Biblical Studies* *BOARD OF DIRECTORS* Monique Marks, *Chair*  Rev. Charles C. Adams  Rev. Dr. Kenneth Howard  Robert Johnson  Vincent C. Kirkwood  Bishop Donald Kreiss  Charles Rivers  Freda Sampson  Rev. Dr. Constance Simon  Rev. Dianne Van Marter  Ronald Wagner, Esq. *PRESIDENTS EMERITI*Rev. Dr. Marsha Foster BoydRev. Dr .V. Bruce Rigdon Rev. Dr. David Swink  Rev. Dr. John Biersdorf *DIRECTORS EMERITI* Katherine A.M. Nyberg  Sergio Mazza  Rev. Dr. Charles G. Adams  Edward Hanpeter, Esq.  Robert Stoner  Ronald Wagner, Esq. |

**ECUMENICAL THEOLOGICAL SEMINARY**

**Many traditions. One Spirit.**

**Email resume to: jhines@etseminary.edu**

**Position Title:**  Custodian

**Reports to:** Office of the President

**Full Time:** Non-Exempt (32 to 40 hours per week)

**Pay Range**: $17 / hour - $19 / hour

This position is responsible for performing upkeep of interior and exterior of the building including, cleaning and minor repairs, as well as ensuring the security of our guests, students, faculty and staff.

***Experience and skills:***

* High school graduate or G.E.D.
* Must be able to stand, maneuver and walk the building throughout the day
* Strong interpersonal, verbal and written communication skills.
* Knowledge navigating and operating a computer.
* Excellent sense of judgement
* Must be able to stay alert at all times.
* Must be able to push, pull and lift up to 50 pounds.
* Ability to walk up and down stairs

**Duties and responsibilities of this position include but are not limited to:**

* Open and close the building for staff.
* Cleanliness of entire interior of building including sweeping, mopping, vacuuming, dusting, cleaning plexiglass shields and glass.
* Maintain reception area by greeting and screening guests.
* Maintain exterior including clearing walkways from ice, snow and debris.
* Conduct maintenance tasks such as replacing light bulbs, checking appliances and making minor repairs.
* Check functionality of safety and security systems; ensure batteries are up to date.
* Effectively communicate building issues / concerns to leadership.
* Ensure routine maintenance of boiler is performed
* Set up rooms (i.e. classrooms, meetings)
* Walk both the interior and exterior of the building periodically throughout the day looking for hazards, tasks to complete and perform security measures.
* Watch front and back parking lots.
* Contact law enforcement when appropriate.
* Accompany all vendors / contractors and stay with them until work is completed.