

Custodian Position

The University of Mary invites applications for five (5) full time Custodian positions with rotating hours in the 1st, 2nd, and 3rd shifts including weekends. The Custodian ensures safe, clean, and professional working environments for students, faculty, staff, and administrators.

Essential Roles and Responsibilities include:

- Perform custodial duties as needed
- Inspects mechanical spaces and building support systems regularly, filing reports and creating work orders for maintenance or repairs
- Performs general maintenance activities, using hand and power tools as needed
- Performs grounds activities, mowing lawns, edging, cleaning up trash, removing snow, etc.
- Completes work orders for the campus community, accurately describes labor and cost resources, and describes the resolution of the request
- Assists with delivers on- and off-campus
- Assists with mail room activities and operations
- Performs other related duties as requested and assigned

Desired Minimum Qualifications, Education, and Experience include:

- High school diploma or GED required
- Previous professional cleaning, maintenance, or grounds experience required
- Ability to maintain a valid driver's license
- Ability to communicate clear written and verbal messages
- Ability to present a professional image
- Knowledge of safety equipment usage (e.g. AED, fire extinguishers, etc.), proper cleaning methods, and safety measures essential to the work environment
- Upholds and promotes the Christian, Catholic, Benedictine mission of the University of Mary
- Supports the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities
- Builds a culture of ready and earnest hospitality in the office of Financial Affairs, Physical Plant, and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*

The University of Mary overlooks the beautiful Missouri river and is located in Bismarck, North Dakota, a community of approximately 80,000 people, with wonderful family and parish life, friendly neighborhoods, enjoyable recreational and cultural facilities, a low crime rate, clean air, and excellent schools. The University of Mary, with an enrollment of over 3,000 students, is accredited by the Higher Learning Commission of the North Central Association.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest and resume to employment@umary.edu or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

Equal Opportunity Employer