



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL: hr@cei.edu

Non-Classified Opening

Custodial Helper

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of October 9, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$9.00 - \$9.50 hourly - Part- Time Temporary

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Incumbent will perform heavy-duty cleaning and related maintenance work in an assigned area or building complex; perform related work.

EXAMPLE RESPONSIBILITIES:

- Experience in deep-cleaning: shampooing, stripping, and waxing;
- Ability to operate heavy-duty scrubbing, buffing, shampooing, vacuuming, and wet/dry pickup equipment, and performs preventive maintenance on cleaning equipment;
- Ability to assist in setting up for special events;
- Other related duties.

MINIMUM QUALIFICATIONS:

- Most work time will be in high traffic areas requiring intensive cleaning and maintenance and may include marginally unsafe and/or unpleasant conditions. Incumbent will need to be able to climb ladders, bending, stooping, lifting and carrying items weighing up to approximately 50 pounds, and standing and walking continuously throughout the shift.

ADDITIONAL DESIRED QUALIFICATIONS:

- To perform cleaning duties in restrooms, classrooms, halls, and offices.

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.eitc.edu/falcons/resources/HR/hrstateofidahoemploymentapp.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.