



Custodian / Moving Crew

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Custodian / Moving Crew** position is responsible for delivery, set-up, and tear down of materials and furniture, project cleaning and other related duties. This is a vehicle and equipment operator position requiring occasional heavy manual lifting.

Responsibilities include, but are not limited to:

- Loading, delivery and unloading, and set up and tear down of materials, equipment, and furnishings as directed.
- May be assigned to carry out regular housekeeping duties.
- Completes required daily maintenance and other logs and reports.
- Delivers mail and packages for the mail room as directed.
- Cleans trucks on assigned schedule, or as needed to maintain effective operation.
- Keeps equipment clean, orderly, and in good repair, and communicates vehicle and equipment repair to supervisor.
- Washes vehicles as requested by supervisor.
- Ensures compliance with all federal, state, and local laws and polices regulating safety and load limits.
- Communicates progress, problems, and other issues to supervisor.
- Must be aware of proper procedures to use when encountering suspected asbestos containing material to avoid personal exposure, contamination of job site, and exposure of facility occupants to asbestos.
- Other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

- Prior experience in making deliveries and/or completing housekeeping tasks is highly desirable.
- Ability to use small tools for assembling furniture and equipment.
- Ability to lift 50 pounds frequently and 100 pounds occasionally.
- Ability to operate power equipment as related to housekeeping tasks.
- Ability to carry material, equipment, and furnishings by physically lifting or through use of transporting devices such as dollies and carriers.

- Valid Michigan driver's license with a satisfactory driving record required.
- Good organizational skills for completing logs, reporting hours, filling out work orders, and other necessary reports.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 14 paid holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment
(Please note that a fully completed employment application is required for consideration)