

Custodian/Mover

The Custodian/Mover 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. Requirements: High school diploma or GED; 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 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. This is a full-time position. Work hours are Monday – Friday 6:00 am to 2:30 pm and the pay rate is \$17.67 per hour. For consideration, please submit a completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax to (248) 645-3014, or email humanresources@cranborok.edu. Our Employee Application can be downloaded from this Employment Page.