

Custodian

Knox College is seeking a Custodian. This is a full-time, 12-month, benefit eligible first shift position. Shift could vary to include evenings, weekends and holidays.

Primary responsibilities include cleaning duties in assigned areas following the standards set by the College. Typical duties include dust mopping, sweeping, wet mopping, vacuuming, dusting, waxing, cleaning rest rooms, removing trash, polishing furniture, cleaning high places requiring the use of ladders and extension poles, using motor driven equipment to strip, scrub, and polish floors, vacuuming and shampooing carpet. Additional responsibilities include removing snow from building entrances, assisting in moving heavy items, and setting up rooms for conferences.

Qualifications:

1. Two years of direct custodial experience.
2. High school diploma or equivalent required.
3. Ability to read and comprehend instructions.
4. Must have a valid driver's license.
5. Ability to move or lift up to 50 pounds.
6. Ability to pass a background check.

To apply, please send cover letter, resume, Employment Application and the names of three professional references to: Human Resources, Knox College, 2 East South Street, Box K-200, Galesburg, IL 61401; or submit online to: hr@knox.edu.

Notice of Non-Discrimination

In keeping with its commitment to equal rights since it was founded in 1837, Knox College particularly welcomes applications from members of underrepresented groups. Knox College does not discriminate on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities. In addition, Knox College is prohibited by Title IX of the Education Amendments of 1972 and its accompanying regulations from so discriminating on the basis of sex.

Any inquiries regarding Title IX or the College's policies that prohibit discrimination should be directed to the Title IX Coordinator identified below. The Coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to Title IX and this policy.

Lead Title IX Coordinator

Kimberly K. Schrader
Old Jail 12 | Campus Box K-209
[309-341-7751](tel:309-341-7751) office | [309-337-6536](tel:309-337-6536) cell
kschrade@knox.edu

Deputy Title IX Coordinator

Crystal D. Bohm
Associate Vice President of Human Resources
Administrative Services Center 109 | Campus Box K-200

[309-341-7200](tel:309-341-7200) office
cdbohm@knox.edu

Individuals may also contact the U.S. Department of Education's Office of Civil Rights for additional information.

Office for Civil Rights

U.S. Department of Education-Chicago Office
500 W Madison St., Suite 1475
Chicago, IL 60661-4544
Telephone: [\(312\)730-1560](tel:(312)730-1560)
Email: ocr@ed.gov