Special Events Coordinator/Cleaner (full-time, 40 hours/week)
Facilities Maintenance
Position 101588

Position Summary: The Special Events Coordinator/Cleaner is an essential member of the Facilities Maintenance service team. The team is responsible for providing the custodial services necessary to preserve and enhance the University’s plant assets and to sustain an environment conducive to individual and community development. The co-coordinator/cleaner is expected to perform a variety of general and specific services.

Essential Responsibilities Include: Provide equipment materials as needed for each setup. Perform setups and breakdowns as need for events. Deliver and pick up equipment/materials for events. Keep supervisor informed as to any changes and/or updates that were communicated directly to set up crew. Make sure that equipment and materials are returned to the Special Events storage area once the event is completed. Make sure that special event equipment is maintained and secured at all times. Move furniture, outdated electronics, and large trash/recycle pickups as needed using proper moving equipment/supplies to prevent damages. Must be willing and able to work various shifts including evenings and weekends.

Minimum Qualifications: High school diploma or GED equivalent preferred, and some prior experience or training in custodial services is helpful. Must have valid driver’s permit and clean driving record.

Preferred Qualifications: Performs tasks requiring prolonged standing, walking, sitting, bending, stooping, kneeling and balancing. Regularly requires use of hands or fingers, reach with hands and arms. Must be able to lift or move at least 75 pounds. Manual dexterity to be able to operate all loading and unloading equipment. Must not be allergic to dust, detergents or other chemicals/materials used in this position.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101588 in the subject line of email. Applications close on 1/22/16.

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