



Vermont College of Fine Arts

Job Title: Janitorial/Housekeeping
Reports to: Housekeeping Supervisor
Department/Location: Facilities Management, VCFA
Job Classification: 40 hours a week

Summary of Position

The Janitorial/Housekeeping candidate is responsible for the nightly cleaning of our historic College Hall as described below. The individual in this position will report to the Housekeeping Supervisor.

Schedule

Monday through Friday
11 pm to 7:30 am

Duties and Responsibilities

- Daily cleaning of classrooms, offices, restrooms, event spaces, and small cafe area as per established schedule.
- Answer calls and respond appropriately.
- Locking and unlocking of campus buildings as needed.
- Maintaining shift logs.
- Contacting Management Team for situations beyond their scope.
- Other jobs as needed.

Requirements

- High school diploma and/or GED is preferred.
- Must pass a background check.
- Previous cleaning experience is preferred, but will train the right candidate.
- Proper use of personal protective equipment.
- Attention to detail, thoroughness, and consistency in daily work.
- Adherence to College policies.
- Must complete all College safety training as required.
- Punctuality and regular attendance.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs/ladders, kneel and crouch, regularly lift and move 30 pounds, and lift 50 pounds to waist. Specific vision abilities include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Vermont College of Fine Arts is committed to creating a diverse and inclusive work environment as illustrated by our community values statement: <https://vcfa.edu/about/office-diversity-equity-inclusion/>

Resumes and references can be emailed to jerry.zeankowski@vcfa.edu