



Want to work for a University Worth Discovering?

**WESTERN NEW MEXICO UNIVERSITY
IS RECRUITING FOR A
CUSTODIAN
MAINTENANCE
(Job Code 232/Full-Time/Non-Exempt)**

RESPONSIBILITIES: Under general supervision, performs a variety of cleaning and sanitizing of all residential, classroom, laboratory, and office areas including the following tasks: vacuums carpet areas, sweeps and mops floors, washes interior and exterior windows; empties trash/relines trash containers, dusts furniture and fixtures; cleans and sanitizes restrooms, restocks supplies as indicated; cleans blackboards and mirrored areas; removes trash from exterior areas; maintains inventory levels of janitorial supplies and submits item restock requests; performs deep cleaning of all buildings; sweeps and removes ice and/or snow from entrances and walkways; and performs other duties as assigned. This full-time position's required work schedule is for a day shift. This position is part of a collective bargaining unit upon completion of the 90 day trial period.

MINIMUM QUALIFICATIONS: High School Diploma or GED equivalent with experience equivalent to six months full time in janitorial work. Provide proof of a valid Driver's License upon hire. Must be authorized to work in the U.S.

LICENSES/CERTIFICATIONS REQUIRED: Provide proof of a valid Driver's License in good standing, including a DMV record of history and current status, upon offer of an interview. WNMU Defensive Driver's Certification must be obtained prior to use of a University vehicle.

PREFERRED QUALIFICATIONS: Proficiency in Spanish and experience with diverse groups.

RATE OF PAY: \$7.50 per Hour

TO APPLY: Submit a WNMU application, a copy of High School Diploma or GED equivalent, and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. (*The Human Resources Office is located In the Juan Chacon Building, room 105. Entrance is directly behind the School of Nursing building*). The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.

Review will begin on Monday, December 5, 2011 and continues until filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**