Positions available as of January 8, 2009:  

****CLASSIFIED/OPEN AND PROMOTIONAL****

The following positions are available to all qualified individuals:

CUSTODIAN 1 (CS09-001): $1,929 - $2,482. This is an open and continuous recruitment from December 30, 2002. Recruitment may be closed at any time with three days notice.

**General Duties:** This position is responsible performing custodial tasks to maintain cleanliness and care of facilities within assigned area. A complete job description is available on the EWU HR webpage.

**Special Notes:** This recruitment is to establish an eligible list for future vacancies. Successful applicant will be required to work rotating shifts, which could include evenings, nights and weekends and may be required to lift up to 50 pounds. This position, during the course of employment, will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults, or children under the age of 16. Successful candidate will be required to pass a background check prior to beginning employment. Successful candidates will be required to pass a background check and pre-placement physical. This is an Agency Shop position.

**Minimum Qualifications:** Physical ability to do required work.

**Application Procedure:** Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Submit EWU application by 5:00 PM on the closing date to the address listed below. This is an Agency Shop position.
CUSTODIAN
JOB DESCRIPTION

PRIMARY DUTIES REQUIRED FOR THIS POSITION:

Report to a Custodian Lead who is responsible for the direction of house keeping services in the facility.

Clean and sanitize restrooms/bathrooms using established practices and procedure.

Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.

Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.

Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.

Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

Wash walls and equipment; use ladders when required in work assignments.

Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

Follow instructions regarding the use of chemicals and supplies. Use as directed.

Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.

Move furniture, equipment, supplies and tools on an incidental basis.

Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
Attend to emergencies when necessary.

Attend safety meetings and other related meetings.

Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.

Handle recycling materials.

Call in work orders.

Assist in the instruction and supervision of student help.

Assist with inventory control and security.

Safely operate all vehicles and other job related equipment.

Support and enforce all policies, university and governmental such as One Call, OSHA/WISHA rules, university health and safety regulations and guidelines, etc.

Enforce and support policies established by the Associate Vice President of Facilities and Planning.

Perform related duties as required.
Eastern Washington University, in Cheney and Spokane, Washington, is a comprehensive university in a major urban community, serving a large traditional and non-traditional student population. Eastern Washington University provides high-quality liberal arts and professional education with co-curricular opportunities for its undergraduates and graduates. The university maintains a strong commitment to excellence in instruction, scholarship, and public service. Other programs continue to be integrated into the curriculum as the university responds to the ever-changing demographics of the Inland Northwest and the nation.

**BULLETIN INFORMATION**: This bulletin, which is published each Monday as positions become available, lists administrative, civil service, and coaching positions at Eastern Washington University. Applications will only be accepted for positions listed during the dates and times indicated on this bulletin.

Changes and/or modifications to this bulletin will be posted in the glass bulletin board on the first floor of Showalter Hall and outside of the Office of Human Resources, Showalter Hall, Room 314.

Applicants are encouraged to use the 24-hour job hotline at (509) 359-4390 for up-to-date information regarding positions available at Eastern Washington University or access our web page at www.ewu.edu/AdminGuide/HumRes/openings.html.

**MINIMUM QUALIFICATIONS**: Applicants must meet the minimum qualifications in order to be considered for any of the positions listed. Meeting the minimum qualifications does not guarantee successful completion of the application process.

**SPECIAL ACCOMMODATIONS**: Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling the office of Human Resources at the number listed below.

**QUESTIONS???** For questions regarding the information contained within this employment bulletin please call (509) 359-2381.

Eastern Washington University operates under an approved Affirmative Action plan. In accordance with applicable Washington Administrative Codes, supplemental certification shall be used for hiring and promoting members of underutilized, protected groups into job classes/categories for which goals and timetables have been set. Eastern Washington University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. We are an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.

The successful candidate will be required to show proof of eligibility to work in the United States pursuant to Immigration and Naturalization Services law.

Federal Regulations (34 CFR Part 668) require that all prospective employees be notified regarding the availability of the Campus Safety and Security Report. This report contains comprehensive information and statistics on campus crime and safety for the three most recent calendar years, as well as policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, policies concerning campus law enforcement, and campus safety and crime prevention programs. Information on this report is available upon request from the EWU University Police Department (509-359-6300) or from the EWU Web site (http://www.ewu.edu/AdminGuide/PolSafety/).

**PLEASE POST AND DISTRIBUTE**

Division of Human Resources
Eastern Washington University
314 Showalter Hall
Cheney, WA 99004-2445
EASTERN WASHINGTON UNIVERSITY
OFFICE OF HUMAN RESOURCES

INSTRUCTIONS FOR CIVIL SERVICE APPLICANTS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET FOR THIS POSITION.

APPLICATION PACKET: Each application packet will consist of an application and a supplemental application plus any miscellaneous material specific to the position available. The complete application packet must be received in the Human Resources Office by the closing date shown on the recruitment notice. Applications mailed must be postmarked on the closing date and received within three days to be considered. There are no exceptions to this rule.

Applications may be typed or handwritten, provided they are clear and legible. Be sure to answer all the questions and complete all sections on both the application and supplemental application. Sign your application and keep a copy of your application packet. Eastern Washington University will not provide copies of applications on file.

Resumes will not be accepted in lieu of the application and/or supplemental application, but may be attached if desired.

Additional information may not be added to your application packet after the closing date.

MINIMUM QUALIFICATIONS: Before you submit your application be sure that you meet the minimum qualifications stated in the recruitment notice and list all experience that shows you meet them. Applicants who do not meet the minimum qualifications will not have their supplemental applications rated.

SUPPLEMENTAL EXAMINATION: This examination is used to rate your experience as it relates to the job. The ratings received on the supplemental application will determine whether you are considered further.

Be sure to read each question on the supplemental application carefully and state all of your relevant experience and training for each item. You cannot be given credit for experience or training you do not tell us about. Incomplete or unclear information may lower your rating.

INTERVIEW/ORAL BOARD: If you are among the top group of applicants to be considered further, you may be invited to an interview/oral board. This will verify your background and experience as it relates to this position.

EXAMINATION RESULTS: You will be notified in writing of the status of your application. If you have questions regarding your final status call the Office of Human Resources at (509) 359-2384 or email via hr@mail.ewu.edu. You may request a formal review of your application within 15 days after you are sent the results.

ELIGIBLE LISTS: If you pass the entire examination, your name will be placed on the appropriate eligible list. This list will be used to fill openings in the job for which you applied.

Revised – 1/12/00
Permanent status classified employees and employees of other state agencies/related boards who pass the final phase of the examination process will receive preference over outside applicants.

Other ranks will be determined based on the score from your supplemental application.

**JOB REFERALS:** You will be referred for a job opening only if your name is one of the top seven names on the eligible list. In the event the seventh name is tied with the other applicants, those other applicants will also be referred. Additional names of affirmative action protected group members may also be referred if applicable. The hiring authority must consider all applicants referred, but will interview only those who best meet the specific requirements of the job.
**Personal Data**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Business or Message Telephone</th>
<th>Who Referred You to Us?</th>
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</tbody>
</table>

- Have you ever worked at this University or any other Washington State Agency?
  
  - [ ] No
  - [ ] Yes
    - If yes, give Agency and Dates

- Can you prove eligibility to work in the United States pursuant to Immigration and Naturalization Services law?
  
  - [ ] Yes
  - [ ] No

- In case of emergency notify: Name, Address and Telephone
  
  
- Name, Relationship, Position and Department of Relative(s) working at the University
  
  

**Education**

<table>
<thead>
<tr>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School or Name of School Where GED Received</td>
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<tr>
<td>College or University (Undergraduate)</td>
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<td>College or University (Graduate)</td>
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<tr>
<td>Technical, Business or Other</td>
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</tbody>
</table>

**Military**

- Have you served in the Armed Forces?  
  - [ ] No
  - [ ] Yes

| Branch | Entrance Date | Discharge Date | Total Active Duty Years/Mos/Days | Final Rank or Grade | Present Military Status | Veterans Discharged Honorably May Claim Veteran’s Preference. Do You Claim Such Preference?  
  - [ ] No
  - [ ] Yes |
<table>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Describe Your Duty Assignments</th>
</tr>
</thead>
</table>
### EMPLOYMENT RECORD

List Present or Most Recent Employer First
Use Additional Sheet If Needed

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title and Duties</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
<td>From Mo Yr To Mo Yr</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Hours Worked Per Week</td>
<td></td>
</tr>
<tr>
<td>Type of Business</td>
<td>Salary Start</td>
<td></td>
</tr>
<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>Firm Name</td>
<td>From Mo Yr To Mo Yr</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Hours Worked Per Week</td>
<td></td>
</tr>
<tr>
<td>Type of Business</td>
<td>Salary Start</td>
<td></td>
</tr>
<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
<td></td>
</tr>
<tr>
<td>Firm Name</td>
<td>From Mo Yr To Mo Yr</td>
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<tr>
<td>Street Address</td>
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<td></td>
</tr>
<tr>
<td>Type of Business</td>
<td>Salary Start</td>
<td></td>
</tr>
<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

Are you presently employed?  □ No  □ Yes
May we contact your employer(s)?  □ No  □ Yes

List Professional Licenses or Permits: Include Driver's License.

---

**REFERENCES** (Indicate references who have first-hand knowledge of your character, ability to work effectively with people, and other professional abilities.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and Telephone</th>
<th>Title</th>
</tr>
</thead>
</table>

1. Bonding requirements for certain positions require that the incumbent have no record of conviction of a felony. Would you be able to meet such a requirement?  □ No  □ Yes
2. If not, was the date of conviction within ten years of the date of this application?  □ No  □ Yes

If Question No. 2 was answered “Yes,” please explain.

I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature ___________________________ Date ___________________________
Eastern Washington University is an affirmative action employer. In order to assist us in meeting our affirmative action commitments and providing the necessary reports to federal and state agencies, we would appreciate you providing this information. All information will be maintained confidentially. Thank you for your cooperation.

Position Applying for: ____________________________________ Phone: _________________________________________________

Last Name: _____________________________________________ First Name: _____________________________________________

Street Address: ____________________________________________________________________________________________________

City: _______________________________ State: ___________ Zip: ______________

Sex: Male / Female Age 40-70: Yes / No

Please describe yourself in terms of race, tribe, ethnicity and/or national origin:
Race/Tribe
- (597) American Indian/Native American
- (600) Asian/Pacific Islander (Circle One)
  - Aleut
  - Chinese
  - Eskimo
  - Filipino
  - Japanese
  - Hawaiian
  - Korean
  - Samoan
  - Thai
  - Vietnamese
  - Other: ____________________________
- (800) White/Caucasian
- (870) African American/Black
- (999) No, not Hispanic
- (703) Yes, Hispanic (Circle One)
  - Cuban
  - Chicano
  - Mexican American
  - Mexican
  - Puerto Rican
  - Other: ____________________________

Complete the information below and provide a copy of your DD214 form if you wish to claim veteran’s preference:
Military Status
- Non Veteran
- (DO) Disabled Other Veteran
- (DV) Disabled Vietnam Vet
- (OV) Other Veteran
- (OV) Persian Gulf War Veteran
- (SV) Spouse of Deceased Vet
- (VV) Vietnam Era Veteran

Additional Military Info. (if you received a campaign badge/medal)
- (OV) Crisis in Lebanon
- (OV) Invasion of Grenada
- (OV) Operation Joint Endeavor
- (OV) Operation Just Cause
- (OV) Operation Restore Hope
- (OV) Operation Uphold Democracy

Dates of Active United States Military Service: ______________________________ Type and date of discharge: ______________________________

Education:
Year Obtained Institution Major
- (04) High School:
- (07) Associate:
- (08) Bachelor’s:
- (09) Master’s:
- (11) Other Doctorate:
- (12) Ph. D:
- (05) Vocational Certification

State: _____________________ Date: _____________________ Field: _____________________

Disabled Person: Yes / No
- (1) Ambulatory/Mobility
- (2) Visual
- (3) Hearing
- (4) Mental/Psychological
- (5) Multiple Handicap
- (6) Other: ____________________________

COMPLETE UPON HIRING

Date of Birth: _____/_____/_____

Emergency contact name: ____________________________ Phone: ____________________________

Please keep my home address confidential: Yes / No Please keep my home phone confidential: Yes / No

Work Building: _______________________ Room: ______________________________ Mail Stop: ___________________________

Work Phone: _________________________ Work Fax: ___________________________ Email Address: _______________________

Revised June 2006
JOB ELEMENT EXAMINATION
SUPPLEMENTAL APPLICATION

Position

Name

On the following page is a list of questions about your experience and training related to this position. For each question, briefly discuss this experience or training on a SEPARATE ANSWER SHEET. Include relevant training and experience, paid or unpaid, part-time or full-time whether gained in school, spare time, or previous employment. Answer "none" or "no" if you have had no training or experience that relates to a given question.

Be certain that you clearly number each of your answers with the question number from the question list.

Read all of the questions before you start to answer them. Answers should be brief, but complete. YOU CANNOT BE GIVEN CREDIT FOR EXPERIENCE OR TRAINING YOU DO NOT TELL US ABOUT.

If you have any knowledges, skills or abilities related to this position which are not covered by questions in this Supplemental Application, please describe them at the end of the separate answer sheets.

This Supplemental Application must be submitted with an application no later than the published closing date.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED.

Misleading answers may cause disqualification of your application or dismissal if you become hired.

I certify that all statements made in this application are correct to the best of my knowledge.

Signature ___________________________ Date ___________________________
CUSTODIAN

INFORMATION AND REASONABLE ACCOMMODATION

GENERAL INFORMATION
Custodial jobs can be in colleges, scientific research labs and offices, dormitories, and classrooms. In many of these places, custodians may work after normal business hours. For most of these jobs you need to understand written and spoken English directions. This is for training, getting job directions, reading labels, and helping with emergencies.

REASONABLE ACCOMMODATION
Custodial work requires lifting, pulling, or pushing mops, buckets, garbage cans, furniture or other heavy objects. You must be able to perform these duties, with or without reasonable accommodation, to be considered for custodial jobs. This means that if you need to have work set up differently so you can do the job, that may be acceptable.

Please check the applicable box below:

☐ I will need reasonable accommodation(s) to perform the duties required by this job.
☐ I will not need reasonable accommodation(s) to perform the duties required by this job.

_________________________________________  __________________________________________
Signature                                      Date
CUSTODIAN

Your application and this examination will be used to evaluate your qualifications. Please make sure you fully address each job criteria listed below. Your experience and training may be paid or unpaid, full-time or part-time and gained in any setting, such as previous employment, schooling or personal time. You must pass this examination to be considered further. If your answers are misleading, your application may be rejected, or you may be dismissed if you are hired.

We may talk to people at the places you name in your answers to the questions to make sure your work experience and education is right for the job. Be sure to answer all questions as completely as you can.

1. CUSTODIAL TRAINING

List any custodial training you have had. Include custodial training schools, programs, classes or other formal custodial seminars or discussions. DO NOT include things you learned on the job from your supervisors, leads, or co-workers. Tell what this training was and where and when you had it.

<table>
<thead>
<tr>
<th>What was taught?</th>
<th>Where was it?</th>
<th>When was it? From (mo/yr) to (mo/yr)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

2. CUSTODIAL OR CLEANING JOBS

List any custodial or cleaning job you have had. Use the spaces below. (Attach more paper if you need more space.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Employer</th>
<th>What did you do? If you cleaned, tell what kind of cleaning you did. You won’t get any points if you just write “cleaning.”</th>
<th>Hours Worked Per Week</th>
<th>When was it? From (mo/yr) to (mo/yr)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

3. SPECIFIC CUSTODIAL DUTIES

Put an X in the box next to each thing you have done. Write where and when you performed them.

<table>
<thead>
<tr>
<th>Custodial Duties</th>
<th>X if done</th>
<th>Where?</th>
<th>When was it? From (mo/yr) to (mo/yr)</th>
<th>How Often? (daily, weekly, monthly, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Cleaning toilet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant Signature
Custodian Examination
Page 2
5020 – HEPB (4/4/94)
<table>
<thead>
<tr>
<th>CUSTODIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>shower rooms &amp; fixtures</td>
</tr>
<tr>
<td>(b) Sweeping, mopping hard floors</td>
</tr>
</tbody>
</table>
3. **SPECIFIC CUSTODIAL DUTIES - continued**

| (c) Vacuuming & shampooing carpeted floors |  |  |
| (d) Cleaning desks, tables and chairs |  |  |
| (e) Using buffers, polishers, or similar equipment |  |  |
| (f) Stripping & waxing floors |  |  |
| (g) Other related duties (please specify) |  |  |

4. **WORKING INDEPENDENTLY**

Put an X in the box next to the way that describes how you have **usually** worked.

- [ ] With other people to get my work done, and we had the same work area(s).
- [ ] As part of a crew or team, but I had my own work area(s).
- [ ] On my own to get my work done.

Tell about some of the things you did on your own:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. **HOURS OF WORK** *(NOTE: this question is for information only, it will not be rated.)*

Put an X in the box next to the time of day that you usually worked, and mark in the appropriate box if you are willing to work that, or a similar shift.

<table>
<thead>
<tr>
<th>Are you willing to work this shift?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Applicant Signature ___________________________________________ Custodian Examination
Page 4

5020 – HEPB (4/4/94)
CUSTODIAN

☑️ Between 7 AM and 6 PM.

☑️ Between 6 PM and 12 Midnight.

☑️ Between 12 Midnight and 7 AM.