

Houghton College Custodial Department May-term/Summer 2011 Student Worker Info.

The Houghton College Custodial Department is seeking motivated young men and women to serve with us this May-term and/or Summer on the Summer Custodial Crew. We are also looking for a select few students who would work part of the summer for Custodial through the last full week in June, then work with Conference Crew (*Conference Crew works diligently to meet the needs of each camp and conference on campus. We clean and maintain dorms, classrooms and many public spaces on campus. Some evening and weekend hours would be required.*) through the first week of August, then return to finish up August with Custodial. If you have an interest in being considered for this dual role, please check the appropriate section on the application.

We are looking for students who relish serving others, are enthusiastic, show initiative, and do not mind repetitive work that can be dirty and unpleasant at times. At the same time we seek to cultivate a respectful, hardworking, yet fun atmosphere for all student workers. You will often come into contact with faculty, staff, students, summer campers, and other campus guests. We ask that all student workers have a helpful, respectful, and professional attitude to all those they encounter. To this end, we enforce a no use policy for electronic devices (I-pods, MP3s, cell phones, etc.) while working. Summer Student Crew members will also be issued uniform t-shirts, picture ID badges, and have other uniform requirements that must be adhered to for safety, and professional decorum. May-term only workers will not be issued uniform t-shirts or ID badges, but will still have uniform requirements. We also ask that each student worker be in agreement with Houghton College's Community Covenant, which may be viewed here:

http://www.houghton.edu/admission/community_covenant.htm

You never know, but a visitor's encounter with you at Houghton College may be their first and lasting impression of Houghton College, and perhaps their only encounter with the love of Christ.

Student workers must also be able to stand or stoop for long periods of time, be able to handle repetitive movements, move furniture, use all cleaning chemicals and equipment, climb stairs and ladders, and be able to lift items of at least 75 lbs.

Preference for limited positions will be given to well-qualified candidates in this order: Houghton College students (current undergrads, Master's students, and anyone else enrolled for summer and/or fall 2011); other college students (current undergrads, any level post grad, and anyone else enrolled for summer and/or fall 2011); high school seniors (fall 2011). High school juniors (fall 2011) need not apply.

Students who wish to take a one, two, three, or four week May-term class, may still work during May-term (May 16-June 10). They may participate in morning or afternoon group work, or can apply for an individual job in select buildings.

Preference in hiring will be given to the above mentioned students who do not need to take large amounts of time off during the summer work period. Work will begin on Monday, May 16, and end on or about Thursday, August 25. There will be some flexibility allowed for those who need infrequent time off. If you have plans to need a larger amount of time off please make them during the month of July.

Houghton College doesn't currently offer summer housing or meal plans. Many inexpensive housing options do exist in the community during the summer months. Please check with our office for suggestions.

Available spaces are limited in number. It is to your advantage to send in a **properly completed application** as soon as possible. Applications will be reviewed by the entire Custodial Department staff on a rolling basis. If it is determined that an interview would be helpful in the process of evaluating your abilities, you will be notified as soon as possible. If you are applying to also serve in the dual role with both Custodial and Conference Crew you will be scheduled for an interview. Current/past employment by the Houghton College Custodial Department or Conference Office does not guarantee future employment with either the Custodial Department or Conference Office.

Thanks for your interest in serving with us. We look forward to viewing your application! Feel free to contact custodial@houghton.edu, or 585-567-9486 with any questions about this process.

Sincerely,

Andy Cahill

Lead Custodian