

Houghton University Custodial Department Summer 2024 Student Worker Info.

The Houghton University Custodial Department is seeking motivated young men and women to serve with us this May-term and Summer, on the Summer Custodial Crew. This position may mean some required evening or weekend shifts. If hired, most student workers will be scheduled for an average of 35 hours per week. This is subject to change due to changes to the Summer Camp and Conference schedule.

We are looking for students who relish serving others, take and follow instructions with a good attitude, are enthusiastic, show initiative, and do not mind repetitive work that can be dirty and unpleasant at times. We seek to cultivate a respectful, hardworking, yet fun atmosphere for all student workers. You will often encounter 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. You never know, but a visitor's encounter with you at Houghton University may be their first and lasting impression of Houghton University, and perhaps their only encounter with the love of Christ. To this end, while you are working, **we will enforce a no use policy for electronic devices (cell phones, etc.), except while you are on break.** 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. We also ask that each student worker be in agreement with Houghton University's A Vision of Our Common Life, which may be viewed here: [A Vision of Our Common Life](#)

We reserve the right to add to or modify work-related rules at any time.

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 safely, with a co-worker, lift items of at least 75 lbs.

Preference for limited positions will be given to well-qualified candidates in this order:

- 1.) Houghton University students (current undergrads, Master's students, on-line programs, and anyone else enrolled for summer and/or fall 2024).
- 2.) Other college students (current undergrads, any level post grad, and anyone else enrolled for summer and/or fall 2024).
- 3.) High school seniors (enrolling in college during summer or fall 2024).
- 4.) High school juniors (fall 2024) may apply, but may be placed on a wait list. High school sophomores (fall 2024), and **ANYONE UNDER THE AGE OF 16 need not apply.**

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 13 ((or a week earlier (May 6) if you are available)), and **end on or about Friday, August 16.** There will be some flexibility allowed for those who need infrequent time off. **Preference will be given to applicants not requiring more than 2 total weeks of time off of work.** You may be placed on a wait list if you are seeking significant time off during this period.

Houghton University doesn't offer summer housing or meal plans. Many inexpensive housing options do exist in the community during the summer months. Please check with our office, or the Office of Student Life for suggestions. Student workers, who are working full time, may choose to obtain meals when the dining hall is open, at the same rate as faculty and staff. Please contact the dining hall for further details.

Available jobs spaces are limited in number. It is to your advantage to complete an **on-line application**, available at <https://www.houghton.edu/custodial-student-worker-summer-application/> **as soon as possible.** Applications will be reviewed by the Custodial Department management 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. Current/past employment by the Houghton University Custodial Department does not guarantee future employment with the Custodial Department.

Thank you for your interest in serving with us. We look forward to receiving your application! Feel free to contact custodial@houghton.edu with any questions about this process.

Sincerely,

Andrew Cahill

Custodial Manager