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EMPLOYMENT LISTING

Heavy Housekeeper

St. Louis, MO

Summary: Principia is looking for a custodian/ heavy housekeeper. In this role, you will perform manual work involving cleaning and care of campus buildings.

Who We Are

At our award-winning pre-K–12 school in St. Louis, Missouri, and top-ranked Principia College in Elsah, Illinois, Principia faculty and staff make up a close-knit community of educators, coaches, and professionals taking a distinct approach to education—blending academic excellence with Christian Science-based character education. Principia’s team of over 500 employees supports not only Principia School and Principia College, but also a worldwide network of Alumni & Friends.

At Principia School, our core value is [LOVE](#). Love and its attributes underpin our foundational beliefs as well as our educational approach. We focus on developing the whole child—intellectually, physically, mentally, socially, and spiritually, preparing students for the next steps in life. We foster a challenging yet supportive environment where character unfolds naturally, and talent is cultivated through boundless opportunities. Character education plays an essential role in every aspect of the student experience, and classroom work is augmented by character trips, leadership development, and real-world, hands-on, project-based learning.

Principia employees are part of an engaging academic community preparing students to be tomorrow’s leaders, thinkers, and changemakers. We strive to create a [collaborative and inclusive environment](#) where everyone feels they belong and are valued.

Primary Responsibilities

- Empties trash and recycling containers
- Assist with moving and setting up dorm and office furniture
- Set up tables/chairs for different activities in accordance with job ticket
- Strips, recoats, spray buffs, dust/wet mops floors
- Vacuums, extracts, bonnet upholstery furniture and carpet floors
- Clean windows inside and out

- Clean ceiling light fixtures in classrooms, halls, etc
- Fill in for other crew members when required
- Performs other such duties that may be assigned

Core Competencies

- **Team players:** Ability to collaborate and partner with peers and senior leaders is critical, with an ability to listen, give and receive feedback, and be comfortable exchanging ideas and speaking candidly in a professional and collegial manner
- **Positivity:** Optimistic, positive, and focused on elevating and bringing out the very best in themselves and others. Faculty and staff are invited to understand teammates' strengths and how they can complement each other.
- **Inclusive:** Inclusive, collaborative and consultative; seeks input from others and makes decisions after having considered various perspectives
- **Proactive:** Ability to self-start
- **Customer Service:** Responds promptly and professionally to customer needs
- **Dependability:** Works within deadlines and under occasional heavy workloads
- **Quality:** Demonstrates attention to detail, accuracy, and thoroughness

Minimum Qualifications

- Supportive of Principia's mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Two years' experience in general custodial work.
- Working knowledge of the basic methods, materials, and equipment used in assigned work.
- Ability to understand and follow general instructions.
- Ability to operate and use cleaning equipment.
- Ability to perform physically demanding work for extended periods of time.
- General knowledge of related jobs in the organization.
- Ability to read and write and follow oral and written instructions.
- Requires versatility and ability to work in harmony with others including tenants, other members of the staff, and fellow workers.
- Ability to drive Principia vehicles safely and transport/use moderately heavy items such as vacuum cleaners, pails of water, etc.

Special Requirements

- Wear safety shoes and other safety equipment needed or assigned.
- A current and infraction-free driver's license
- Physically fit to do lifting, carrying, pushing, pulling, reaching, overhead, climbing ladders and stairs.
- Available for on-call emergency 24/7 – weekend work when scheduled or needed.
- Lifting safety, and be able to lift 50 pounds.

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

Equal Opportunity

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: www.principia.edu/jobs; Beth.Trevino@principia.edu; 618-374-5202

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