

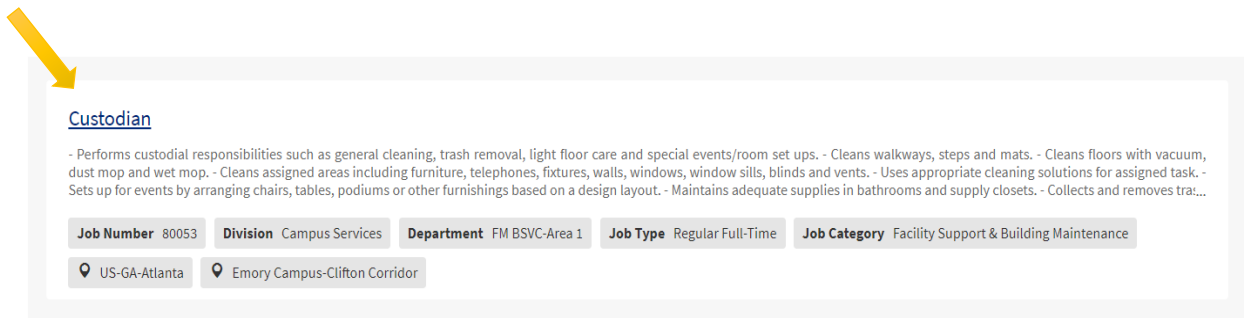
## CS-BRS CUSTODIAL APPLICATION PROCESS

### Eligibility criteria for potential custodial conversions (temporary employee to Emory employee):

- 1) Great performance standing (attendance, conduct, and quality of work) – supervisors should provide ongoing follow up on your performance.
- 2) You must fulfill the contracted terms with your current agency.

### To apply for the BRS custodial position:

- 1) Visit the [Emory Careers Webpage \(www.hr.emory.edu\)](http://www.hr.emory.edu).
- 2) Click on the Search and [Apply for Jobs](#) under Quick Links tab.
- 3) Go to the **Apply to Emory** (bottom left hand of page), click the [Staff Apply Here](#) tab.
- 4) Enter **custodian** or **Job Number 80053** into the Search box (hit enter from your keyboard or press the search button on the screen).
- 5) Click on [Custodian](#) as shown below.



**Custodian**

- Performs custodial responsibilities such as general cleaning, trash removal, light floor care and special events/room set ups. - Cleans walkways, steps and mats. - Cleans floors with vacuum, dust mop and wet mop. - Cleans assigned areas including furniture, telephones, fixtures, walls, windows, window sills, blinds and vents. - Uses appropriate cleaning solutions for assigned task. - Sets up for events by arranging chairs, tables, podiums or other furnishings based on a design layout. - Maintains adequate supplies in bathrooms and supply closets. - Collects and removes tra...

**Job Number** 80053 **Division** Campus Services **Department** FM BSVC-Area 1 **Job Type** Regular Full-Time **Job Category** Facility Support & Building Maintenance

**US-GA-Atlanta** **Emory Campus-Clifton Corridor**

- 6) Make sure to click on the **Apply Now** tab to start the application process!

### Custodian

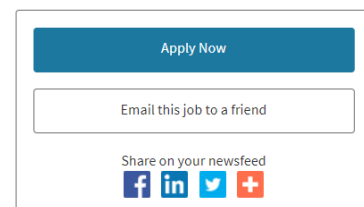
**Job Number** 80053 **Job Type** Regular Full-Time **Division** Campus Services **Department** FM BSVC-Area 1

**This position may involve the following Health and Safety issues:** Not Applicable

**Job Category** Facility Support & Building Maintenance **Emory Campus-Clifton Corridor** **US-GA-Atlanta**

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- 7) Make sure your application is complete with your most updated resume and contact information. Please include your Emory experience on your resume.

**Once you have applied:**

- The recruiting team will review your application to ensure that it is complete so that it can be placed in the queue for department review. Again, please ensure your application is complete to avoid any potential hiring delays!!!
- The department will review all eligible candidates and begin scheduling interviews.
- All applicants will be interviewed by a BRS supervisor &/or area manager for the area in which they will be hired.
- You will be contacted on the next steps within a timely manner.

**Preemployment requirements:**

- If you move to the next step in the hiring process, you will be required to pass a 12-panel drug test.
- Your background check has already been processed through Hire Right, Emory's background check provider. If it has been six months or less since you have cleared your background check, another background check will not be necessary.
- CS HR will need a copy of your COVID vaccination card.
- Proper hiring [I-9 documentation](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) will be necessary. More resources can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.