



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: March 21, 2025
Job Vacancy: Facility Custodian
Division: Building Services
Job Opening ID: 216098
Compensation Rate: \$31,200 - \$35,360 annually (*Commensurate with Experience*)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: **March 31, 2025**
Contact Person: Julie McLaughlin – julie.mclaughlin@ks.gov or 785-291-3801

Position Summary

The Kansas Department of Insurance is seeking a motivated and qualified individual to fill a Facility Custodian position in our Building Services Division. As a Facility Custodian, your primary responsibility will be to assist with the daily routine cleaning of the building. The ideal candidate for this position will be someone who has a strong desire to assist others and help maintain a clean and efficient work environment.

The Team

The team members in Building Services, are collaborative, hardworking and embrace a fun working environment. They have the optimal goal of providing a clean, fully functional workplace.

What We Have to Offer

The Kansas Department of Insurance has a comprehensive benefits package that includes:

- Personal and professional growth opportunities by offering career development programs to further career advancement.
- No waiting period for health insurance coverage – eligible for insurance on day one.
- Competitive Salary.
- Paid holidays, vacation leave, sick leave, and parental leave.
- Retention and Credential Bonus Opportunities.
- KPERS Retirement plan and deferred compensation program.
- Beautifully renovated office near Wanamaker Road with free parking and easy access to I-70.

Preferred Qualifications

- Trained, institutionally or on-the-job.
- One year experience in housekeeping and special event setups helpful.

Desired skills and attributes:

- Strong customer service skills.
- Knowledge of general custodial procedures;
- Understanding of the principles and practices of having a supervisor;
- Ability to coordinate work with others;
- Ability to maintain effective working relationships with supervisor, co-workers, and outside vendors.
- Ability to communicate orally and in writing, understand and interpret written and oral instructions, have good physical stamina, able to work effectively with and around people.
- Ability to retain self-control under stressful conditions.

Requirements:

- High school diploma or GED equivalency is required.
- Ability to lift heavy objects and equipment.
- Must possess a valid driver's license.
- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check and reference/background check of past and present employers.
- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Tax Clearance Certificate required. For additional information and to apply, please visit: <https://www.ksrevenue.org/taxclearance.html>
- Veteran's Preference Eligible – for additional information, please visit: <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at:

<https://admin.ks.gov/services/state-employment-center/sec-home>

Step 2: Once you have created an account, complete the online State of Kansas application form and upload the other required documents.

- Cover Letter
- Resume
- Kansas Tax Clearance Certificate
- Veterans' Preference K.S.A. 73-201(c) Form and DD-214, if applicable.

Recruiter Contact: Julie McLaughlin

Phone: 785-291-3801

Email: julie.mclaughlin@ks.gov

What to Expect Next:

Your application will be reviewed, and we will evaluate your qualifications based on the materials that you submit. Therefore, the materials that you submit must be complete and fully discuss how you meet the minimum, other, and preferred qualifications, if applicable. After your application is evaluated, you may be contacted for further information or to schedule an interview.

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid and up to date Kansas Certificate of Tax Clearance. For more information and to obtain a Kansas Certificate of Tax Clearance go to the Kansas Department of Revenue's website at: <http://www.ksrevenue.org/taxclearance.html>. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Insurance Department is an Equal Opportunity Employer