

POSITION ANNOUNCEMENT

Custodian

Northeast Mississippi Community College is accepting applications for a full-time, twelve (12) month Custodian.

QUALIFICATIONS:

Required -

- Experience in housekeeping and custodial service or related field
- Experience with operation of machines used within custodial service environment
- Ability to read and understand instructions and warning labels on cleaning products and other chemicals
- Distinguished record of impeccable integrity and professional honesty
- Ability to lift 45 pounds
- Ability to work independently without direct supervision

Preferred -

- High School diploma or general education degree (GED)
- Three years work experience in custodial service environment

APPLICATION DEADLINE: May 10, 2024

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Northeast Mississippi Community College

Attn: HR

101 Cunningham Boulevard

Booneville, MS 38829

For further information, contact:

(662) 720-7594

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

POSITION: Custodian (Twelve Month)

REPORTS TO: Director of Facilities and Maintenance

QUALIFICATIONS:

Required -

- Experience in housekeeping and custodial services or related field
- Experience with operation of machines used within custodial services environment
- Ability to read and understand instructions and warning labels on cleaning products and other chemicals
- Distinguished record of impeccable integrity and professional honesty
- Ability to lift 45 pounds
- Ability to work independently without direct supervision

Preferred -

- High School diploma or general education degree (GED)
- 3-5 years work experience in custodial services environment

ROLE:

- Individual reports to the Director of Facility Operations
- Open and close assigned facilities daily
- Perform all custodial duties in a timely manner as required
 - Daily custodial duties:
 - Clean all carpet and tile floors
 - Clean restroom floors and fixtures
 - Maintain and refill all restroom supplies
 - Clean entrance and immediate walkways and sidewalks to buildings
 - Remove debris from around building as needed
 - Clean water fountains
 - Clean marks from walls and floors
 - Empty garbage cans and deposit trash in nearest dumpster
 - Maintain custodial closet in clean, orderly manner
 - Weekly custodial duties:
 - Vacuum all carpet
 - Buff all tile floors
 - Clean window ledges
 - Clean entrance door glass and windows
 - Semi-annual custodial duties:
 - Shampoo carpet during breaks between semester; i.e. Christmas and summer
 - Strip and wax tile floors during breaks between semesters; i.e. Christmas and summer

- Move furniture and other equipment as needed
- Set up tables, chairs, and equipment as needed
- Perform minor repairs such as, but not limited to, replacing light bulbs, HVAC filters and assisting maintenance technicians as needed
- Report all maintenance problems to supervisor immediately
- Monitor thermostats in building to ensure proper setting as appropriate
- Provide support to other custodians and maintenance personnel as needed and as assigned
- Assist in set-up and clean-up of special events as needed and assigned
- Assist in clean-up of football stadium and gymnasium as needed and assigned
- Assist with other Facilities and Maintenance duties as needed and requested
- Occasional hours beyond normal work week as requested by supervisor
- Perform other duties as assigned by the Director of Facilities and Maintenance

Note: Job description, role, and activities may change at any time without prior notice.

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