



NOTICE OF VACANCY

CUSTODIAN

Twelve month Hourly Position

General Summary

Custodian has the primary responsibility for cleaning their assigned location in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly, and monthly cleaning schedules at their assigned location including, but not limited to, classrooms, kitchen, office areas, bathrooms, storage areas, and entrances. The custodian may also be responsible for performing additional duties not stipulated below. If so, these duties will be specified as an addendum to this description. These additional duties may include general building and grounds maintenance. This job involves standing for long periods of time; as well as stooping, squatting, lifting, carrying, pushing, and climbing.

Essential Functions:

1. Follows and completes daily, weekly, and monthly cleaning schedule. These duties include:
 - a. Collects and bags all garbage from the center, placing the tied bags in a closed dumpster
 - b. Disinfects and cleans garbage and trashcans, and changes bags daily
 - c. Washes and sanitizes bathroom fixtures daily with germicidal solution
 - d. Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
 - e. Cleans bathroom, kitchen, classroom, windows (inside and outside), window ledges, walls, ceilings, corners, blinds, and removes cobwebs as scheduled or needed
2. Vacuums all carpeting daily
3. Sweeps and clears entrance spaces, daily
4. Dusts, washes and sanitizes other surfaces as specified in schedule
5. Refills paper towel, tissue, toilet paper and hand soap in all dispensers
 - a. Reports presence of animals, vermin, insects, water leaks and all other maintenance needs
 - b. Requests the need for cleaning supplies or equipment repair in advance
 - c. All other health and safety hazards noticed
6. Participates in emergency drills and environmental safety activities, as requested
7. Attends and participates in service trainings
8. Performs other duties as assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Recommended Employment Qualifications

Education: Applicant should have a high school diploma or GED

Experience:

Required:

1. Knowledge of proper cleaning methods
2. Effective oral and written communication skills commensurate with the responsibilities of the position
3. Ability to lift 60 pounds

Desirable:

1. Experience in the custodial field
2. Successful experience working as an effective member of a team
3. Experience successfully working with a culturally diverse staff & clients
4. Regular access to a reliable vehicle, a valid Mississippi driver's license is preferred

Additional Requirements:

- Applicant must be able to pass a Background Check and Drug Test
- Applicant must have the ability to present a positive image of the College to members of the community
- Ability to visually detect dust, dirt spills, and grime on surfaces to maintain required cleanliness
- Must have a keen sense of smell to identify various cleaning agents and/or unusual odors
- Ability to reach, grasp, hold, and manipulate small objects and equipment
- Must have effective organizational, problem solving, and time management skills
- Read, write, and perform basic arithmetic calculations in order to mix clean supplies properly
- Ability to learn and comprehend information from Procedures Manuals and other materials
- Must be able to physically move throughout assigned location and classrooms
- Must be a self-starter and highly motivated

Working Conditions:

Applicant must be able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Wearing of protective equipment, such as latex gloves, per OSHA regulations is required.

Salary: Based on educational background and work experience

Application Procedure:

Applicants should submit all of the following in order for their application to be considered for employment.

1. MDCC Employment Application Form
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form / Consent Form

Applications can be found on the MDCC website, www.msdelta.edu,

See bottom of home page: employment opportunities

Application Deadline: Internal/External – until filled

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Stauffer-Wood Administration Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.