



## NOTICE OF VACANCY

### *Custodian- Greenville*

**REPORTS TO:** Custodian Services Team Lead and Director of Facilities Management

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Custodian will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

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, breakrooms, office areas, restrooms, 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.

### **DUTIES AND RESPONSIBILITIES:**

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

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **MANDATORY QUALIFICATIONS**

- Applicant should have a high school diploma or GED
- Effective oral and written communication skills commensurate with the responsibilities of the position
- Knowledge of proper cleaning methods
- Valid Driver's License

## **DESIRABLE QUALIFICATIONS**

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

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, non-exempt, Services Employee (SE) position

## **SALARY**

The salary will commensurate with education and experience.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **APPLICATION PROCEDURES**

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

1. MDCC Employment Application Form
2. ***High School diploma, Unofficial High School Transcript(s), or GED***
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

## **DEADLINE**

Internal/External – January 20, 2023 at 5:00 P.M.