



WALLACE COMMUNITY COLLEGE SELMA

Intent to Employ

Part-Time

POSITION

Custodian (part-time)

Posting Date:

10/27/2015

Closing Date:

Ongoing

POSITION AVAILABLE

November 2015

POSITION SUMMARY

Under direct supervision, performs duties designed to keep building and premises in a clean, orderly, and well-maintained condition, and performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Minimum of a high school diploma or equivalency is **required**.
- Minimum of three years' experience working in cleaning and housekeeping of building is **required**.
- Ability to stand, walk, and move a minimum of 40 lbs. in the performance of custodial duties is **required**.
- A valid driver license and the ability to operate a College vehicle are **required**.

PREFERRED QUALIFICATIONS

- Effective oral and written communication skills are **preferred**.
- An understanding of and a commitment to the philosophy and mission of the two-year college.
- Ability to handle multiple tasks and various situations in a professional manner is **preferred**.
- Use cleaning equipment.
- Work with motorized equipment and manual tools.

SALARY SCHEDULE PLACEMENT

- Salary Schedule L

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Dean for Business and Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Cut grass and edge; maintain and beautify outside buildings using power mowers, tractors, and other power equipment.
- Clean curbs, drains, and grounds of leaves and other debris.
- Assist supervisor with fertilizing and replacing signs and posts.
- Assist in the daily trash pick-up and for special campus functions.
- Pickup and delivery of materials and supplies.
- Service and maintain equipment.
- Custodian/housekeeping as directed by supervisor.
- Emptying trash cans.
- Replenishing restroom supplies.
- Wet or dry mop floors, vacuum carpets, dust.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by Custodian Supervisor, Physical Plant Director, Dean of Business and Finance, or the President. While it is understood that your assistance will from time to time be needed in the Transportation Department.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available from and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

APPLICATION DEADLINE

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Verification of work experience **in writing** from at least 3 current or previous employers. Verification should be printed on company letterhead, including dates of employment, position titles(s), and some duties performed.

Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable \$17.40 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding.

WCCS is an E.O.E. and is enrolled in E-Verify.