



**Mississippi Gulf Coast Community College**  
**Notice of Vacancy**

**Location of Position:** Jackson County Campus Gautier, Mississippi

<b>Position Available:</b>  Custodian	<b>Classification:</b> _____ Administration _____ Faculty <u> X </u> Staff _____ Hourly
<b>Date Position Available:</b>	<b>Salary Scale:</b> Salary based on experience and education
<b>Qualifications &amp; Experience:</b>  <b>MANDATORY:</b> (M1) High School diploma or High School Equivalency. (M2) Active and valid Driver's license. (M3) Driver's license must remain in good standing at all times while employed. (M4) custodial experience. (M5) Must be able to communicate effectively with college personnel at all levels.  <b>DESIRABLE:</b> (D1) Computer Experience (D2) Experience using a floor machine, buffer or extractor. (D3) 3 to 5 years of custodial experience.	
<b>The College:</b> The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.  State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.	
<b>Application Information &amp; Deadline</b>	
For additional information on the position, contact:  Name Justin Malcom Address 2300 Highway 90 Gautier, MS 39553 Phone number 228-497-7677 E-Mail justin.malcom@mgccc.edu	Applications may be acquired via the job listing web address or at street address listed below.  Complete official college application form, resume, transcripts and related documents should be Mailed or Hand deliver to:  Mississippi Gulf Coast Community College Maintenance Department 2300 Highway 90 Gautier, MS 39553
<p style="text-align: center;"><b>Job Listing Web Address: <a href="http://www.mgccc.edu">www.mgccc.edu</a></b></p> <p>Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability in its programs and activities. For further information, contact the Equal Employment Opportunity Officer at a Mississippi Gulf Coast Community College Campus, Center or the District Office. Compliance is coordinated by the Associate Vice President of Human Resources, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-6297, email address <a href="mailto:jared.burns@mgccc.edu">jared.burns@mgccc.edu</a>.</p>	



## **JOB DESCRIPTION**

Custodian

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### **GENERAL STATEMENT OF FUNCTION:**

### **DUTIES AND RESPONSIBILITIES:**

- Work under the direction of immediate Supervisor and perform all duties as assigned.
- Perform all duties assigned in a timely manner.
- Accountable for all tools, equipment and supplies issued.
- Perform all duties observing safety procedures and utilizing proper equipment (safety glasses, gloves, caution tape/tags, wet floor signs, etc.)
- Responsible for the appearance and cleanliness of campus facilities.
- Assist with the movement of equipment and furniture as well as setup and teardown for campus functions.
- Responsible for adhering to established procedures.
- Perform additional duties as assigned.
- Work with other personnel as assigned.
- Work on weekends, holidays, evening/nights and all other hours as required.
- Must be able to climb on ladders, working in confined spaces and other physically demanding duties.
- Must be able to lift at least 50 lbs.