



Mississippi Gulf Coast Community College

Notice of Vacancy

Location of Position: Bryant Center at Tradition – Biloxi, Mississippi

Position Available: Custodian	Classification: _____ Administration _____ Faculty _____ Staff _____ X _____ Hourly
Date Position Available:	Salary Scale: Salary based on experience and education
Qualifications & Experience: MANDATORY: (M1) High School diploma or High School Equivalency credential. (M2) Requires active and valid Driver's License. Driver's License must remain valid and in good standing while employed. (M3) Physically able to stand, walk, twist, lift, stoop, push and pull throughout working hours and lift at least 20 pounds. (M4) Able to communicate effectively with college personnel at all levels. DESIRABLE: (D1) Custodial or housekeeping experience. (D2) Demonstrated competency using custodial equipment and supplies to perform cleaning tasks. (D3) Experience working in a community/junior college or other educational environment.	
The College: 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.	
Application Information & Deadline	
For additional information on the position, contact: Dr. Wayne Kuntz 19330 Highway 67 Biloxi, MS 39532 (228) 563-2222 wayne.kuntz@mgccc.edu	Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Mail all documents to: Human Resources Office P.O. Box 609 Perkinston, MS 39573 E-mail: human.resources@mgccc.edu
Job Listing Web Address: www.mgccc.edu	
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 jared.burns@mgccc.edu .	



JOB DESCRIPTION

Custodian

GENERAL STATEMENT OF FUNCTION

The Custodian will provide cleaning services at assigned locations to ensure a clean, safe and professional appearance of campus buildings is maintained at all times. The custodian will report to the Dean of Business Services.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the appearance and cleanliness of campus facilities.
2. Safely perform all duties using appropriate safety equipment (e.g., safety glasses, gloves, wet floor signs, etc.) and observing proper procedures using chemicals and supplies.
3. Clean and sanitize restrooms using established practices and procedures.
4. Refill restroom and classroom paper and soap dispensers to maintain adequate supplies.
5. Empty/clean wastebaskets and trash containers and haul collected trash to dumpster.
6. Clean building floors by sweeping, mopping, scrubbing, buffing, vacuuming or steam-cleaning.
7. Wipe, dust, and polish surfaces, furniture, fixtures, machines, and equipment as appropriate.
8. Clean windows, doors, mirrors, and other glass surfaces.
9. Provide a courteous and timely response to requests for assistance.
10. Keep an adequate inventory of custodial supplies and order items as required.
11. Maintain employee uniform and present a professional appearance and attitude at all times.
12. Assist with setup, teardown, and movement of furniture and equipment for campus functions.
13. Secure facilities when rooms are not in use by reporting unlocked doors and windows.
14. Adhere to all College policies and established procedures.
15. Work under the direction of immediate supervisor and perform all duties in a timely manner.
16. Work hours as required to possibly include evenings/nights, weekends, and holidays.
17. Perform additional duties as assigned by Dean of Business Services or appropriate administrator.