



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Custodian (FT)

<b>Position:</b>	<b>Custodian (FT)</b>
<b>Job Summary:</b>	Under direct supervision, the Custodian cleans and maintains a variety of college buildings and grounds; and performs other custodial and maintenance duties.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• High School Diploma or GED</li><li>• One-year custodial experience</li><li>• Valid Driver's License</li><li>• Knowledge of various methods and techniques of housekeeping, cleaning and maintenance</li><li>• Knowledge of proper use of cleaning chemicals and equipment</li><li>• Knowledge of safe work practices</li><li>• Ability to operate of a variety of general cleaning and maintenance equipment</li></ul>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"><li>• Sweep, mop, strip, wax and buff floors; vacuum carpets; clean and shampoo spots</li><li>• Remove trash from buildings and empty trash cans</li><li>• Open and secure buildings; unlock doors; turn off security systems; ensure all safety and fire regulations are followed</li><li>• Clean classrooms and offices; dust, move and rearrange furniture; clean and polish windows weekly</li><li>• Clean and disinfect restrooms and water fountains; replenish supplies including soap and hygiene dispensers; maintain records of supply usage</li><li>• Wash and dry tablecloths; fold and store linens; clean and maintain storage room</li><li>• Assist with setting up and breaking down for special events and meetings</li><li>• May clean the auditorium, library, lounge, kitchen and cafeteria</li></ul> <p><u>Physical Demands</u></p> <ul style="list-style-type: none"><li>• Essential and other important responsibilities and duties require maintaining physical condition necessary for walking and standing for prolonged periods; lifting and carrying moderate to heavy materials and equipment; frequent bending, stooping, and kneeling.</li></ul>
<b>Anticipated Hiring Range:</b>	\$23,048 - \$28,810; based on qualifications and experience
<b>Additional Information:</b>	Typical Work Schedule: Monday – Friday 7am – 3:30pm (Summer hours may change)
<b>Benefits:</b>	State Health Plan Dental Insurance Vision Insurance Additional Supplemental Insurances NC Retirement Plan Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
<b>FLSA Status:</b>	Non-Exempt
<b>Application Deadline:</b>	Start Date: 12/1/19 Applications accepted until filled; preference given to those received by 10/28/19

### SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/employmentopportunities>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [personnel@martincc.edu](mailto:personnel@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892