

Main Campus:
21 Campus Circle
Murphy, NC 28906
Phone: (828) 837-6810
Fax: (828) 837-0028
or (828) 837-3266



Graham County Center:
P.O. Box 1997
145 Moose Branch Road
Robbinsville, NC 28771
Phone: (828) 479-9256
Fax: (828) 479-6280

ADVERTISEMENT OF POSITION VACANCY

Posting Date: September 27, 2021

Position: Custodian

Qualifications:

High School Diploma or Equivalent required. Five years work experience cleaning and housekeeping in a similar facility or office complex preferred. Experience with safety protocols for potentially hazardous materials such as cleaning agents is also preferred.

Basic Purpose of Position:

To properly maintain all buildings, and support all aspects of college facility operations.

Major Duties:

- Takes responsibility and initiative to ensure TCCC work duties and personal conduct expectations are met.
- Ensures a safe work environment for self and fellow employees by keeping entrances, exits and hallways clean, free of clutter, and accessible.
- Unlocks and locks buildings and classrooms daily and as needed.
- Responds and uses prescribed procedures to clean or correct potentially hazardous spills, overflows, leaks and any other incidents.
- Empties and cleans trash receptacles daily or as needed.
- Cleans and/or polishes fixtures, furniture, windows, and mirrors.
- Shampoos carpets and rugs.
- Sweeps, mops, scrubs, or vacuums floors.
- Dusts furniture, walls, and equipment.
- Inspects and cleans restrooms and restroom fixtures and dispensers on a daily basis.
- Manages inventory of cleaning supplies.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Manages proper storage and use of potentially hazardous cleaning agents.
- Notifies management regarding the need for repairs or additions to building operating systems.
- Drives vehicle from one building to another in order to transport required cleaning equipment.

Salary Range: In accordance with the College's Compensation Plan.

Work Schedule: This is a 40-hour per week position and may require some flexibility in working hours. This position is non-exempt under the Fair Labor Standards Act.

Proposed Hiring Date: As Soon As Possible

Deadline to Apply: October 11, 2021 or until filled

How to Apply: A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application packet, contact the Human Resources Office at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4325 or e-mail: humanresources@tricountycc.edu.

Equal Opportunity Employer