POSTING: Custodial Technician
(Continuation of position contingent upon renewal of grant funding)

DATE: January 26, 2022

SCOPE OF RESPONSIBILITY:

The Custodial Technician is primarily responsible for the housekeeping and cleaning of the buildings and grounds required for the daily function of the College. This position carries light maintenance duties as well.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Maintain cleanliness of buildings and grounds.
2. Sweep, mop, strip, wax, and buff floors as needed.
3. Vacuum and spot clean carpets.
4. Clean and sanitize restrooms to include commodes, urinals, sinks, walls, mirrors, fixtures, floors, doors, and trash receptacles
5. Empty and clean waste receptacles; dispose of trash properly.
6. Stock and maintain supplies in restrooms and other assigned areas, as appropriate.
7. Maintain outside walk areas including sweeping debris and picking up debris 25 ft. from the perimeter of the buildings.
8. Perform routine maintenance to custodial equipment and supplies.
9. Dust and clean window blinds.
10. Clean doors, grates, kickplates and partitions.
11. Complete light plumbing and maintenance assignments.
12. Dust and clean display and bulletin boards.
13. Ensure proper care in the use and maintenance of equipment and supplies.
14. Follow procedures and directions for the use of chemical cleaners and power equipment.
15. Assist with set-up and facility preparation for special meetings or events, to include moving / arranging furniture and equipment.
16. Complete other duties requested by the Director of Physical Plant or the Maintenance and Grounds Supervisor
17. Serve on various committees as assigned by the administration.
18. Perform other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

1. High school diploma, GED, or a postsecondary technical diploma.
2. Ability to manage and organize time.
3. Reading skills to comprehend policy and procedure manuals and MSDS sheets.
4. Ability to operate lawn care equipment, floor buffer, vacuum cleaner, and other general housekeeping equipment

SALARY: Salary range is $25,644 to $40,798 based on qualifications according to the ACCS Salary Schedule E5 07.

ANTICIPATED STARTING DATE: On or before February 16, 2022
APPLICATION DEADLINE: February 1, 2022, 5:30 p.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at [https://www.trenholmstate.edu/college-information/human-resources/#jobs](https://www.trenholmstate.edu/college-information/human-resources/#jobs) and by contacting the Office of Human Resources at (334) 420-4442 or ybrown@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room B107 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108 or emailed to humanresources@trenholmstate.edu. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) post marked to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. Delinquent and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.

A completed application packet consists of:

- A completed official College employment application; **“See resume or attached”** will not be accepted.
- A current résumé.
- Three (3) signed letters of reference.
- Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment.

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the “Required Qualifications” section. The letters of verification must include the applicant’s beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

**Applicants who fail to submit a complete application packet will not be considered.**

OTHER INFORMATION:
 Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

*In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.*

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation.
Trenholm State Community College is an equal opportunity employer.