

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Custodian
Reports to: Custodian Supervisor

FLSA: Non-Exempt
Date: July 2015

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION

Performs unskilled and semi-skilled manual labor regularly cleaning the buildings inside and occasionally performing outside cleaning work on the campus grounds. Work is performed under direct supervision on all campus building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweeps and vacuums all classrooms and offices
- Mops and cleans all break areas, halls and bathrooms; cleans and sanitizes all bathroom fixtures
- Empties ashtrays and cleans around smoking areas
- Empties all wastebaskets and takes to outside dumpster; dust furniture; cleans off tables
- Dusts window blinds and sills; cleans inside of windows and mirrors
- Washes all blackboards and wipe down white boards; clean walls to remove hand prints and black marks when necessary
- Fills tissue and towel holders in all areas; washes down walls around toilet bowls as needed; replace soap as needed
- Spot cleans rugs as needed; mops up around water fountain frequently during day to keep floor dry
- Keeps outside area around door clean from trash and cigarette butts
- Keeps storage room clean with cleaning supplies in an orderly manner
- Make sure front entrance to buildings are clean and ready to open.
- Operates and utilizes a vacuum cleaner, broom, wet and vac, and cleaning materials
- Interacts and communicates with various individuals and groups including supervisor, students, and faculty
- Performs other duties as required

PHYSICAL and OTHER REQUIREMENTS

Must be physically able to exert in excess of forty pounds of force occasionally, and/or in excess of twenty pounds of force constantly to lift, carry, push, pull, or standing, climb ascending or descending stairs, ramps, etc.), balancing (maintain body equilibrium to prevent falling when walking, standing, crouching), handing (seizing, holding, grasping turning) for prolonged period of time.

MINIMUM REQUIREMENTS:

- High school diploma or general education degree (GED)
- One to three months related experience and/or training
- Equivalent combination of education and experience
- The ability to record and deliver information and to follow verbal or written directions

Salary range is determined by the candidate's experience. The position will remain open until filled and subject to budget availability. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities, transcripts, and resume are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to: Human Resources, Brunswick Community College, PO Box 30, Supply, NC, 28462. Fax (910) 754-8229 Telephone: (910) 755-7300

BCC is an Equal Opportunity Employer