

**CUSTODIAN - Evening**

**Hours 2:00pm – 10:30pm**

Reports to: Director of Facilities

Classification: Full-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level I

Fringe Benefits per Board Policy

Starting Salary Range: \$14.00 - \$15.00

Revised: September 2023

**Purpose of position:** This position performs a variety of custodial functions for the college and reports to the Director of Facilities under his direct supervision.

**Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

**Duties and Responsibilities**

1. Perform cleaning assignments in buildings on approved schedules (daily, weekly, monthly, annual);
2. Follow approved cleaning procedures and supplies to assure a clean, safe premiere facility;
3. Assist the Director of Facilities with event/activity planning and implementation;
4. Coordinate the ordering of cleaning supplies for the Chanute campus;
5. Pick up trash around buildings, secure buildings as appropriate and work at functions that require the use of the college facility at special times;
6. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support maintenance staff when needed; and
9. Perform other duties as assigned by the Director of Facilities.

**Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

**Education and Experience**

1. High school diploma or GED certificate AND three to five years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required; OR
2. An Associate's degree AND two years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required.
3. Previous custodial experience is required.

**Working Conditions**

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 40 pounds from the floor to waist height is required;
4. Outside work will be required as necessary;

5. Evening and/or weekend work may be required; and
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Application:**

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and NCCC employment application to:

Human Resources Director, Custodian, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at <http://www.neosho.edu/careers.aspx>.

Review of applications begins upon receipt.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>