

PART-TIME CUSTODIAN – OTTAWA

Reports to: Lead Custodian
Classification: Part-time 10-month Employee, 20 hours/week
Pay Status: Hourly, Non-exempt, Level I
Fringe Benefit per Board Policy
Starting Salary Range: \$14.00 to \$15.00
Revised: June 2023

Purpose of position: This position performs a variety of custodial functions for the college and reports to the Lead Custodian under his/her 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 building on approved schedules (daily, weekly, monthly, annual);
2. Follow approved cleaning procedures and supplies to assure a clean, safe premiere facility;
3. Assist the Lead Custodian and Dean of the Ottawa and Online Campuses with event/activity planning and implementation;
4. Assist with coordination of the ordering of cleaning supplies for the Ottawa campus;
5. Pick up trash around building, secure building 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 Lead Custodian.

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, PT Custodian - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at 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>