



# Montcalm Community College

Title: <b>Custodian</b>	Department: <b>Facilities</b>
Employee Group: <b>Support Staff</b>	Employee Classification (if applicable): <b>Custodial</b>
Immediate Supervisor: <b>Director of Facilities</b>	Supervises: <b>N/A</b>
Hours: <b>40</b>	EX/NE: <b>Non-Exempt</b>

**General Description:** This job consists of routine work to maintain the cleanliness of an assigned facility and grounds. This employee performs custodial functions Tuesday – Saturday from 2:30 PM to 10:30 PM (some flexibility in the hours along with a potential option of four 10-hour days). The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

**Position Duties/Functions:**

1. Maintain MCC standard of cleanliness
  - a. Sweeping, mopping, waxing, scrubbing, general floor care, window cleaning, etc.
  - b. Daily restroom cleaning
2. Make minor maintenance repairs as needed, in consultation with supervisor.
3. Assist in the set up and tear down of College events
4. Lock and unlock building doors, opening and closing
5. Help move heavy furniture and equipment
6. Assist with care of grounds including weed whacking, lawn mowing, snow removal from sidewalks, etc.
7. Security of College property
8. Performing above and other related duties with a degree of independent judgment and as assigned.

**Required Qualifications:**

1. Ability to use good judgment in performing custodial duties.
2. Ability to work independently and as part of a team.
3. Ability to lift up to 50 pounds.
4. Ability to communicate effectively.
5. Highly motivated and a self-starter.
6. High level of attention to detail.
7. Submit to a physical exam upon offer of employment.
8. Valid Michigan Driver’s License is required.
9. High School Diploma required.

**BENEFITS:**

Medical, Dental and Vision coverage, high deductible health plan, Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under

<b>REMUNERATION:</b>	<b>\$16.25/hour</b>
<b>APPLICATION DEADLINE:</b>	<b>September 29, 2024</b>

<b>START DATE:</b>	<b>ASAP</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts, and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*