



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY
Custodial 1 (Heavy Cleaning)
Sunday – Thursday
January 11, 2010

POSITION: Muskegon Community College is seeking qualified candidates for the full-time position of Custodial I (Heavy Cleaning).

RESPONSIBILITIES: Routine and non-routine campus cleaning using appropriate cleaning machines and hand tools; event set-ups; building security. Retrieval and distribution of packages and material as needed.

QUALIFICATIONS:

1. Prior custodial experience.
2. Knowledge of operation and maintenance of cleaning machines and equipment.
3. Dependability and punctuality.
4. Physically able to stand for long periods and lift over 50 lbs. minimum.
5. Valid Michigan Driver's license.
6. Ability to read and comprehend written instructions.
7. Ability to complete various forms, requests and make written reports.
8. Knowledge and experience applying safe work routines and accident prevention.
9. Willingness to work overtime if required.

HOURS: Monday-Thursday, 4:00 a.m.-12:00 noon and Sunday 10:00 a.m.-6:00 p.m.

SALARY: Custodial I

EFFECTIVE DATE OF EMPLOYMENT: As soon as position is filled.

APPLICATION DEADLINE: January 25, 2010

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form with résumé must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The college does not return application materials. Applications are available on our website at www.muskegoncc.edu/hr. For more information call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu.

ESSENTIAL FUNCTIONS:

1. Perform typical cleaning functions including, but not limited to, sweeping (hand and machine), scrubbing (hand and machine), mopping, floor stripping, waxing, polishing (hand and machine), buffing (machine), vacuuming, window washing, emptying trash in outside waste collectors and container, etc., as assigned by supervisor.
2. Operation and maintenance of machines and equipment used to perform job functions.
3. Do set-up, knock-down, clean-up work required by campus activities and special events as assigned.
4. Assemble furniture, equipment, change light bulbs and fluorescent tubes, do minor repair work as assigned, (wall washing, painting, filter cleaning and changing in HVAC equipment and cleaning equipment).
5. Report to supervisor all items requiring skilled maintenance repair; submit a Request for Maintenance Form.
6. Deliver received goods and parcels to various departments as requested.
7. Make off-campus pick-ups and deliveries as instructed by Business Office or supervisor.
8. Maintain College vehicles for daily use: washing, waxing, gas/oil fills, lubrication and minor repairs. Maintain vehicle service records. Arrange service work on vehicles through the Business Office.
9. Report all unsafe or potentially dangerous conditions to supervisor and submit a P.A.I.N. Request Form.
10. Perform snow removal work as assigned by supervisor.
11. Maintain all equipment and supply areas in a neat and orderly condition.
12. Do necessary reading and receive given instruction to be able to perform building and mechanical checks, especially when working alone on a weekend or on an overtime basis.
13. Report all Building Systems malfunctions as soon as possible.
14. Check fire extinguishers and report those missing or not in operating condition immediately.
15. Participate in all training programs assigned by employer.
16. Read job related trade journals and other technical bulletins provided by employer.
17. Perform all other duties assigned by supervisor.

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.