



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY
Custodial Services Supervisor
March 8, 2010

- POSITION:** Muskegon Community College is seeking qualified candidates for the full-time position of Custodial Services Supervisor.
- RESPONSIBILITIES:** Coordinate daily schedule of assignments for cleaning all campus buildings including event set up.
- QUALIFICATIONS:**
1. Experience in supervision.
 2. Associate degree or comparable experience.
 3. High level of professionalism.
 4. Strong written and oral communication skills.
 5. Experience with problem solving.
 6. Ability and willingness to promote professional growth of staff.
- HOURS:** Monday-Friday, 11:00 p.m.-7:00 a.m.
- SALARY:** Professional Staff III
- EFFECTIVE DATE OF EMPLOYMENT:** As soon as position is filled.
- APPLICATION DEADLINE:** March 22, 2010

APPLICATIONS: A new, completed, and signed Application Form with resume' and transcripts must be received no later than 4:30 p.m. on the posted deadline. A resume' is not considered an application but a supplement to the application. Unofficial transcripts will be accepted with the application, but official transcripts will be needed if appointed to the position. The College does not return application materials. **To receive an application packet, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442 (231) 777-0698 or (231) 777-0447; fax to (231) 777-0601; e-mail to humanresources@muskegoncc.edu.** Applications are also available on our website at www.muskegoncc.edu/hr.

ESSENTIAL FUNCTIONS:

- 1. Assigns duties to 3rd shift custodial staff, supervises their work and evaluates their performance .**
- 2. Works with and assists college services staff on all requests for room utilization setups.**
- 3. Ensures that the college facilities are opened and ready for all scheduled functions.**
- 4. Responsible for the overall appearance, care, and upkeep of all campus buildings.**
- 5. Evaluates products, materials, and methods of their application used in the maintenance and operations program. Submits recommendations for purchase. Maintains supply inventory. Assists in budget preparation.**
- 6. Surveys and inspects buildings and equipment on a regular basis. Establishes priorities for cleaning and repair needs. Establishes Sequence of Operation for cleaning functions. Plans and implements a preventive maintenance program for all custodial equipment.**
- 7. Responsible for providing a safe, orderly, and secure environment for all customers, students, staff, and visitors. Coordinates 24-hour per day response coverage for building emergencies with administrative staff.**
- 8. Approves room access (distribution of keys, etc.) for custodial employees, and maintains building security.**
- 9. Conducts orientation and training for new and current employees, coordinating activity with Human Resources.**
- 10. Serves as a member of the Safety Committee, providing input for a safe and healthy work place.**
- 11. Completes special projects as assigned by the Associate Vice President of Administration.**

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.