



POSITION ANNOUNCEMENT

Conference Center Custodian

CAMPUS: Dublin

STATUS: Part-Time/As Needed (non-exempt)

DUTIES: Conference Center Custodian will be responsible for housekeeping duties for events. Assignments are to clean floors, windows, fixtures, stairs, restrooms and doors prior to, during and after each event. The Conference Center Custodian must know the regulations on safety measures; Able to recognize cleaning agents and the chemicals that they are made from; Maintain orderly appearance in all storage areas; Responsible for appearance/cleanliness of public spaces and meeting rooms; Assist with resetting spaces after events/meetings; Maintain neat and clean appearance of all areas of the conference center (in coordination with set-up staff). Flexibility in work schedule and will be required to work evening, weekend, and holiday hours.

MINIMUM QUALIFICATIONS: High School Diploma or equivalency *AND* three years of work experience within the last seven years in maintenance/custodian related field. Good written and verbal communication skills and the ability to work flexible hours. The ability to read and comprehend is very important because all cleaning chemicals give warning plus what to do in case of an emergency. Must have and maintain a valid driver's license and provide own transportation to and from the worksite.

COMPETENCIES: Written and oral communication skills; Decision making and problem solving skills. Skilled in interpersonal relations and in dealing with the public. Ability to work independently with minimal supervision. Ability to lift, push and carry heavy items.

SALARY/BENEFITS: Part-time locally funded position with no benefits. Working hours will be determined by events scheduled and will not exceed 29 hours per week. Salary \$15.00 per hour.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Human Resources, Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Opportunity Institution –

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055 Title IX Coordinator – Jennifer Todd, 478/553-2098
ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643