



## POSITION ANNOUNCEMENT

**Position:** Custodian

**Job Description:** Southwest Mississippi Community College is seeking an individual to perform routine and some specialized institutional custodial tasks as part of the college's maintenance department. Work hours are 6:00 a.m. – 2:30 p.m., but availability for emergencies is also required. This is a full-time position and reports to the Director of Custodial Services.

**Duties and Responsibilities:** Under general supervision, the employee performs routine and some specialized institutional custodial tasks. All work will be performed while adhering to department policies and procedures, applicable standards for the specific type of work, safety codes, and OSHA regulations, and using applicable equipment and appropriate supplies in order to maintain a safe, clean, and attractive environment.

**Salary:** Wages are based on experience.

**Qualifications:** High school diploma or equivalent, or two (2) years verifiable experience in custodial maintenance. Employee must use initiative and be proactive in discharging duties. Potential employee must have a clear background and pre-employment drug screen.

Physical demands include extensive activity including walking, climbing, standing, ducking, kneeling, carrying, pushing, pulling, and lifting up to 50 pounds. The work environment includes exposure to hazards that require following basic safety guidelines, and exposure to dirt, water, heat/cold, and hazardous chemicals.

**Contact:** Jennifer Knight, Human Resource, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: [hr@smcc.edu](mailto:hr@smcc.edu)

Applications are available on our website at <https://www.smcc.edu/media/SMCC--STAFF-EMPLOYMENT-APPLICATION-JULY-2022.pdf>

**Application Deadline: March 22, 2023 by 4 PM**

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666