



POSITION ANNOUNCEMENT

Position: Director of Custodial Services

Job Description: Director of Custodial Services is responsible for implementation and coordination of custodial services and staff in an expedient and efficient manner. This is a full-time supervisory position and reports to the VP of Physical Resources.

Duties and Responsibilities: Include but are not limited to:

- Train custodians in all aspects of work required to maintain cleanliness of buildings.
- Assign work to custodians.
- Review job performance of custodians and suggest corrective action as needed.
- Clean, repair, and service equipment used in custodial services.
- Develop Purchase Requisitions, order supplies and maintain inventory for all aspects of custodial services.
- Develop schedules for cleaning buildings.
- Document all activities related to custodial services.
- Operate vehicles such as cars, trucks or vans to transport other workers, supplies and materials.
- Wash furnishings, windows, tile, fixtures, equipment and floors. Vacuum, dust and polish as needed. Sanitize and disinfect restrooms.
- Maintain building stairwells, entrances, exits, sidewalks and parking lots.
- Inspect physical condition of buildings and communicate to the Director of Buildings the need for repair, replacement or relocation of furnishings and equipment.
- Operate standard cleaning equipment such as vacuum cleaners, buffers and mops.
- Assist with room setups and special projects as needed. This may include preparing for special events such as graduation, Awards Day, etc

Salary: Wages are based on experience.

Qualifications: High School Diploma or general education degree (GED); and ten years of experience in custodial services or related field. 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

Applications are available on our website at <https://www.smcc.edu/media/SMCC--STAFF-EMPLOYMENT-APPLICATION-JULY-2022.pdf> **Application Deadline: June 30, 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