

## **PART-TIME CUSTODIAN – OTTAWA**

Reports to: Director of the Ottawa Campus  
Classification: Part-time 10-month Employee, 20 hours/week  
Pay Status: Hourly, Non-exempt, Level I  
Fringe Benefit per Board Policy  
Starting Salary Range: \$14.00 - \$15.00

**Purpose of position:** This position performs a variety of custodial functions for the college and reports to the Director of the Ottawa Campus.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Perform cleaning assignments in building on approved schedules (daily, weekly, monthly, annual);
2. Follow approved cleaning procedures and supplies to assure a clean, safe premiere facility;
3. Assist the Director of the Ottawa Campus with event/activity planning and implementation;
4. Assist with coordination of the ordering of cleaning supplies for the Ottawa campus;
5. Pick up trash around building, secure building as appropriate and work at functions that require the use of the college facility at special times;
6. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support maintenance staff when needed; and
9. Perform other duties as assigned by the Supervisor.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. High school diploma or GED required;
2. Previous custodial experience is preferred.

### **Working Conditions**

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 40 pounds from the floor to waist height is required;
4. Outside work will be required as necessary;
5. Evening and/or weekend work may be required; and
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### **Application**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, PT Custodian - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/Careers](http://www.neosho.edu/Careers). Review of applications begins upon receipt.

**Background and Motor Vehicle/Driving Record Checks**

All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>