



INTERNAL POSITION ANNOUNCEMENT

Quinebaug Valley Community College is recruiting to fill a permanent full-time second shift Custodian position at its Danielson Campus. Preference will be given to applicants on State layoff lists. Reemployment and SEBAC regulations are applicable. **This is an internal search and is limited to CSCU employees that belong to the NP-2 Union only.**

POSITION: Custodian SECOND SHIFT

LOCATION: Danielson Campus, 742 Upper Maple Street, Danielson, CT 06239

ANTICIPATED START DATE: February 2017

APPLICATION DEADLINE: January 31, 2017

MINIMUM QUALIFICATIONS:

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping; must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform duties. A physical examination may be required. Offer of employment is contingent upon a successful medical examination. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment; must have a strong commitment to following all safety rules.

HOURS: Full time 37.5 hours (Danielson Campus) Monday through Thursday; 3:00p.m. to 11:00p.m.; Friday 2:00p.m. to 10:00p.m. Schedules may differ slightly while on semester breaks and during summer

RESPONSIBILITIES:

Performs custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required including directing staff and students during emergencies; securing building and arming/disarming security alarms. Required to perform snow and ice removal duties, shoveling, plowing, sanding. Exposure to chemicals & cleaning agents/solvents associated with listed duties. May oversee work of students assigned to assist in custodial duties.

STARTING SALARY: \$34,852.00 annually

APPLICATION PROCEDURE: Submit a completed [State of CT-HR-12 application](#), cover letter, and résumé to:

Lois Kelley, Human Resources Assistant
Human Resources
742 Upper Maple Street
Danielson, CT 06239 or
Email to: lkelly@qvcc.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, pmartland@qvcc.edu , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239