

ASNUNTUCK COMMUNITY COLLEGE

EMPLOYMENT OPPORTUNITY

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

DATE OF POSTING: August 21, 2013

POSITION: Custodian (1) Part-Time, 2nd Shift
4:00 p.m. – 11:00 p.m. M – W and 3:00 p.m. – 11:00 p.m. Thursday (with ½ hour meal break)

DEPARTMENT: Building Maintenance

ANNUAL SALARY: \$15.11/ hr. (TE-9, Step 1) - \$20.98/hr. (TC-9, Step 10)

CLOSING DATE: August 31, 2013

OPEN TO: **The public. State employees currently holding the above title of Custodian may apply for a lateral transfer. Those candidates appearing on Reemployment or SEBAC lists are given first consideration.**

EXAMPLES OF DUTIES: This incumbent will be responsible for performing custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, 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 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 building closing support in evenings, along with Security Officer.

MINIMUM QUALIFICATIONS REQUIRED/Knowledge, Skill and Ability: 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; computer/work order skills.

EXPERIENCE AND TRAINING: General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

PHYSICAL REQUIRMENT: Employees appointed to positions in this class 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 the duties of the class. A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (**JOB CODE: CUST**) and a completed State application (CT-HR-12 – available on our Human Resources tab at www.acc.commnet.edu).

Submit via mail to: **Asnuntuck Community College, JOB CODE: CUST, 170 Elm St., Enfield, CT 06082,**

fax (860) 253-3069

or e-mail AS-Administration-HR@acc.commnet.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Asnuntuck Community College is an Affirmative Action/Equal Opportunity Employer, M/F.
Protected group members are strongly encouraged to apply.