



PART-TIME POSITION ANNOUNCEMENT
Facilities Support Associate (Custodian) Positions
CRUMP & PARSONS CAMPUSES

General Duties: Clean and disinfect interior and exterior buildings, interior classrooms, halls, restrooms, waxing and stripping floors, emptying trash, cleaning windows, etc. The applicant should have the ability to adapt to changing assignments quickly and manage multiple tasks.

Specific Duties:

1. Maintain the cleanliness, sanitation, and general upkeep of the buildings and mechanical systems
2. Observe safety practices in handling, storing, and using all equipment, chemicals, and materials
3. Maintain ample inventory of janitorial supplies
4. Replace light bulbs when necessary
5. Keep facilities mechanical rooms clean, orderly and free from obstruction
6. Daily removal of inside/outside trash from all buildings, lawns, and parking lots
7. Clean counters, sinks, floors, tables and chairs in breakroom daily
8. Clean drinking fountains
9. Clean outside walkways and doormats and remove snow and ice from walkways when necessary
10. Vacuum classrooms / offices once per week
11. Dust mop halls daily
12. Wet mop halls weekly and/or as needed
13. All restrooms cleaned and mopped daily
14. Supply hand towels, toilet tissue and hand soap to restroom and shop areas as needed
15. Clean glass doors daily / Clean windows, as needed
16. Dust lobbies weekly
17. Buff floors, as needed
18. Supervise work study assignees
19. Performs security functions such as unlocking, locking, and checking doors and windows
20. Assists the Facilities Coordinator with maintenance measures
21. Other duties as assigned

Minimum Qualifications:

1. High school diploma or equivalent required
2. Courteous and pleasant demeanor with coworkers and public are required
3. Willing to work a flexible and varying schedule as needed
4. A valid driver's license for the State of Tennessee
5. Established work history, reference and criminal background check will be required
6. Successful candidate must be able to communicate effectively by listening, speaking, writing, and reading and must be able to understand and follow instructions and directions
7. Must know how to use chemicals safely and maintain a safe working environment

Working Conditions:

1. Able to climb ladders, stairs, bend, stoop, twist and kneel
2. Lift, carry, push and/or pull up to 50 lbs
3. Inside and outside work assignments
4. Do repetitive movements and tasks.
5. Operate a motor vehicle to travel within the college service area and in other areas as needed.

Salary: \$15.00 / hour with a part-time monthly schedule

Application Submission and Deadline: Qualified applicants should submit a cover letter, resume, and application online at tcatcrump.edu For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, madelyn.keith@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.