



Position Title: Custodial Worker
Reports to: Custodial Supervisor
Appointment: Part-time

POSITION SUMMARY:

Toccoa Falls College has an opening for a part-time custodial worker working primarily in the Men's Dormitory – Forrest Hall. This position reports to the Custodial Supervisor and is an hourly position with no benefits.

TASKS:

- General cleaning of offices, restrooms, public spaces, etc.
- Floor cleaning
- Window cleaning
- Apartment cleaning
- Cleaning for special events

SKILLS AND ATTRIBUTES:

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

- Good communication skills and ability to multi-task
- Be responsible and a self-starter
- Have a positive "Customer Service" attitude
- Ability to work a flexible schedule. Schedule is primarily morning hours however could vary depending on events and other custodial worker schedules. Occasional weekend work may be required.

EXPERIENCE & EDUCATION:

- High school diploma
- Knowledge of general cleaning
- Must be able to do general cleaning tasks
- Ability to operate mechanized cleaning equipment (vacuums, burnisher, carpet cleaner, and floor scrubber)

PHYSICAL REQUIREMENTS:

Must be able to stand for extended periods of time, lift boxes weighing up to 25 pounds, and be able to climb ladders.

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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