



Position Title: Full-time Custodian
Reports to: Custodial Supervisor
Appointment: Full-time, 12 month non-exempt employee

POSITION SUMMARY:

Toccoa Falls College has an opening for a full-time custodian. This position reports to the Custodial Supervisor and is a salaried position with medical insurance benefits.

TASKS:

- Oversee student workers
- Responsible for custodial maintenance of specific assigned buildings
- Create and maintain cleaning schedule for those buildings
- Ensure cleaning equipment is maintained and kept in repair
- Inspect assigned buildings to ensure they are being cleaned adequately
- Available for occasional evening or weekend work for special events.

SKILLS AND ATTRIBUTES:

Applicants must be supportive of the mission and vision of the college including signed agreement with the college statement of faith. Job offers are contingent upon passing a background check.

EXPERIENCE & EDUCATION:

- Knowledge of general cleaning
- Experience with vacuums, buffers and strippers
- Supervisory abilities
- Good communication skills and ability to multi-task
- Be able to perform minor repairs to equipment
- Be a self-starter

PHYSICAL REQUIREMENTS:

Must be able to climb steps, walk, or stand for extended periods of time; lift 25 pounds; push cleaning machines; repeated stooping and standing.

APPLICATION PROCESS:

The TFC application as well as the list of other required application materials can be found at <http://www.tfc.edu/employment/>. Required application materials 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. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

107 Kincaid Dr. MSC 750 | Toccoa Falls, GA. 30598 | 706-886-6831 | www.tfc.edu