

OFFICE OF HUMAN RESOURCES
803-981-7259
803-327-8037
803-981-7711 FAX

POSITION: Building Grounds Specialist I – Custodial Services/Facilities Management Position# 021100 (KA05/0001/Band01)

STARTING SALARY: \$15,080.00 (Hiring Range: \$15,080.00 - \$21,395.00), actual salary will commensurate with experience.

MINIMUM TRAINING AND EXPERIENCE: A high school diploma or 10th grade equivalency and one (1) year work experience. The equivalent combination of education and directly related experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of proper cleaning techniques. Knowledge of cleaning products and how to use them safely. Skill in the use of cleaning hand tools such as mops, brooms, dust pans, and scrub brushes. Skill in the safe operation of power cleaning equipment such as vacuum cleaners, carpet cleaners, and buffers. Ability to follow general instructions. Ability to follow all safety policies and procedures. Ability to interact appropriately with students, faculty, and staff. Ability to lift up to 40lbs. Ability to perform the following functions very frequently: bending, pushing, twisting, kneeling, stooping, and reaching overhead. Ability to perform duties that requires standing and walking for most of the work shift. Ability to work in an environment with the following: fumes from cleaner, heavy dust areas, and odors normally associated with custodial work. Ability to work flexible hours as needed.

SPECIFIC DUTIES:

1. Performs cleaning duties in offices, hallways, classrooms, and lobby areas, including sweeping, mopping, buffing, vacuuming floors, emptying wastebaskets and trash containers; cleans chalkboards and whiteboards; dusts shelves, blinds & window seals; cleans walk-off mats.
2. Cleans restrooms by sanitizing sinks, toilets, urinals; sweeping, mopping, buffing, floors, empty/clean wastebaskets and trash containers;
3. Empty recycled can/bottle containers. Cleans accessible interior and exterior windows at building entrances. Regularly monitors all areas for needed custodial and/or maintenance work. Follow instructions regarding the use of chemicals and supplies.
4. Monitors inventories in custodial closet and notifies supervisor of need for restocking cleaning supplies. Attends training and safety meetings and other related meetings. Follows all safety policies and procedures. Assists with setup of facilities for meetings, classrooms, conferences, events, etc. Performs other related duties as required.

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. **Applications accepted until February 28, 2019.**

YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.