Job Posting

Custodian (Cisco Campus)

Date of Posting: December 11, 2019
Posting End Date: Open until filled

Cisco College is accepting applications for a full-time Custodial Position at the Cisco College campus in Cisco, Texas. Duties will include normal custodial type activities as well as some lifting and working with various cleaning chemicals. Hours will be 7:30 a.m. – 4:30 p.m. The position offers full time (12 Month) employment with excellent benefits. Scroll below for job description.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Applications will be accepted until the position is filled. Application may be completed online and submitted via USPS, fax, or email (email is preferred). Cisco College application is available on the Employment Page of the website under “Forms” at www.cisco.edu. Those without access to the internet may pick up an application at the Business Office or HR Office at the Cisco Campus in Cisco. Beginning hourly rate is $8.97. Application should be submitted to:

Cisco College
Shell Garrett
Director of Human Resources
101 College Heights
Cisco, TX 76437
(254) 442-5121
(254) 442-5100 (fax)
shelli.garrett@cisco.edu
www.cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Cisco Custodian

Last Updated: 07/20/2017

Reports to: Director of Physical Plant

Job Summary: Cisco custodians are responsible for assisting in the creation of a physical environment that is clean, comfortable, safe and sanitary, that supports our students, employees, and visitors at the Cisco campus.

A Cisco Custodian is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to this position.

Primary Duties:

1. Perform daily cleaning procedures to the assigned areas. This may include, but is not limited to, dusting, mopping, trash removal and may require light lifting.

2. Inform supervisor of deficiencies such as cracked windows, leaking faucets, defective plumbing valves, defective doors and locks, and any other unsafe condition.

3. Maintain an appropriate inventory of custodial supplies and materials as required to perform the assigned tasks.

4. Maintain all custodial equipment in such a way as to achieve the maximum life of each piece of equipment.

5. Abide by OSHA safety standards, and follow MSDS and other safety procedures as instructed by supervisor in the performance of duties.

6. Performs other duties as assigned by Supervisor.