



*Job Posting*

**Custodian (Cisco Campus)**

Date of Posting: January 24, 2024  
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 up to 60 pounds and working with various cleaning chemicals. Hours are full time 40 hours per week. 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 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 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](http://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. Submit Application to:

Cisco College  
Laurie Kincannon  
Director of Human Resources  
101 College Heights  
Cisco, TX 76437  
(254) 442-5121  
[humanresources@cisco.edu](mailto:humanresources@cisco.edu)  
Cisco College is an Equal Opportunity Employer

# CISCO COLLEGE

## Job Description

**Job Title:** Cisco Custodian (Cisco Campus)

**Last Updated:** 01/15/2024

**Reports to:** Director of Physical Plant

Cisco College 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 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 required 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 required to follow College policies, rules, regulations, and guidelines that relate to this position.

### **Primary Duties:**

- Keeping assigned building and property in clean and orderly condition
- Performing routine maintenance and heavy cleaning activities
- Sweeping, mopping, scrubbing, or vacuuming floors
- Gathering and emptying trash
- Scrubbing, sanitizing, and supplying restroom facilities
- Dusting furniture, walls, and equipment
- Cleaning windows, mirrors, and partitions with soap and other cleansers
- Having physical stamina, attention to detail, and customer service skills
- Work closely and assist the Director of Physical Plant with projects as assigned.

### **Ability to lift and move heavy objects is required**

- Inform supervisor of deficiencies such as cracked windows, leaking faucets, defective plumbing valves, defective doors and locks, and any other unsafe condition.
- Maintain an appropriate inventory of custodial supplies and materials as required to perform the assigned tasks.
- Maintain all custodial equipment in such a way as to achieve the maximum life of each piece of equipment.
- Abide by OSHA safety standards, and follow MSDS and other safety procedures as instructed by supervisor in the performance of duties.
- Performs other duties as assigned by Supervisor.