



PART-TIME Custodial Position

The Tennessee College of Applied Technology-Upper Cumberland is accepting applications for a part-time custodial working a total of 25 hours a week Monday- Friday from 7:00 a.m. to 12:00 p.m.

General Duties: Clean and disinfect interior and exterior buildings, interior classrooms, halls, restrooms, waxing and stripping floors, emptying trash, cleaning windows, etc. The applicant should have the ability to adapt to changing assignments quickly and manage multiple tasks.

Specific Duties:

- Maintain the cleanliness, sanitation, and general upkeep of the buildings and mechanical systems
- Observe safety practices in handling, storing, and using all equipment, chemicals, and materials
- Maintain ample inventory of janitorial supplies
- Keep facilities mechanical rooms clean, orderly, and free from obstruction
- Daily removal of inside/outside trash from all buildings, lawns, and parking lots
- Clean counters, sinks, floors, tables, drinking fountains, and chairs in breakroom daily
- Clean outside walkways and doormats and remove snow and ice from walkways when necessary
- Vacuum classrooms, lobbies and offices once per week
- Dust mop halls daily and wet mop halls weekly and/or as needed
- All restrooms cleaned and mopped daily
- Supply hand towels, toilet tissue and hand soap to restroom and shop areas as needed
- Clean glass doors daily / Clean windows, as needed
- Performs security functions such as unlocking, locking, and checking doors and windows
- Assists the Facilities Coordinator with maintenance measures
- Other duties as assigned

Minimum Qualifications:

- Courteous and pleasant demeanor with coworkers and public are required
- Established work history, reference and criminal background check will be required
- High school diploma or **equivalent**
- Must know how to use chemicals safely and maintain a safe working environment

Working Conditions:

- Able to climb ladders, stairs, bend, stoop, twist and kneel
- Lift, carry, push and/or pull up to 50 lbs
- Inside and outside work assignments
- Do repetitive movements and tasks.
- Operate a motor vehicle to travel within the college service area and in other areas as needed

Application review: Review of complete application submittals will begin immediately.

Application Procedure: Qualified applicants should submit a cover letter, resume, transcripts, applicable certifications and application online at tcatuppercumberland.edu For more information email Danielle Sutton at Danielle.sutton@tcatuppercumberland.edu. Complete online applications will be accepted until the position is filled. <https://careers.tbr.edu/jobs/custodial-support-staff-tcat-upper-cumberland-tennessee-united-states>

TCAT - Upper Cumberland is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. Inquiries or complaints concerning Title IX and/or the Title IX regulations may be referred to the College's Title IX coordinator 24/7 in person, by phone, and/or email at: Jeffrey Slagle Title IX Coordinator TitleIX@tcatuppercumberland.edu 740 Hi Tech Dr Livingston, TN 38570 (931) 823-5525.