



BEVILL STATE COMMUNITY COLLEGE
1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT
Beginning date: April 4, 2019
Closing date: April 18, 2019

POSITION #765: Housekeeping Employee – Hamilton and Jasper Campuses

APPROXIMATE STARTING DATE: April 2019

GENERAL INFORMATION: Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: High School graduate or equivalent and/or a minimum of two years' work experience in commercial cleaning.

ESSENTIAL JOB FUNCTIONS: The position of Housekeeping Employee requires the following essential job functions with or without reasonable accommodations: communicate orally; communicate in writing; read and interpret; exhibit emotional control and stability; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds; sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; ascend and descend steps; utilize telephone system. Comply with all policies of the Alabama Community College System, Board of Trustees and the College.

DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the Alabama Community College System, duties will include, but are not limited to, the following:

1. Perform housekeeping duties daily in all campus buildings with responsibilities shared among housekeeping staff.
2. Implement safety and good housekeeping practices.
3. Maintain an ample inventory of cleaning materials and supplies for assigned buildings.
4. Assist with the cleanup and setup for special events when and where needed.
5. Report maintenance problems and needs as observed while performing routine housekeeping duties to the Maintenance Supervisor/Worker.
6. Assist other housekeeping or maintenance personnel as requested using good judgement (time permitting).
7. Maintain professional behavior and demonstrate a positive attitude while serving a diverse population of students, faculty, staff, and community members.
8. Assume all other duties assigned by the Maintenance Supervisor/Worker on the assigned campus.

APPLICATION PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "job opportunities" at the bottom of the homepage. All applications should be mailed to:

**Office of Human Resources
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

OR

**Email in a .pdf format to:
Employment@bscc.edu**

SALARY RANGE: Minimum \$24,175-maximum \$38,460 based on experience and educational level for placement on the Salary Schedule E5 07.

APPLICATION DEADLINE: Completed applications must be received by 3:00 pm April 18, 2019, to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current**, **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the “Qualifications” section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Bevill State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.