



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT

Posting date: February 28, 2019
Closing date: March 14, 2019

POSITION #PT 762: Part Time Housekeeping – Sumiton

APPROXIMATE STARTING DATE: March 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 and/or a minimum of two years work experience in commercial cleaning.

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

1. To perform housekeeping duties as directed in campus buildings with responsibilities shared among housekeeping staff.
2. To perform general cleaning duties such as, but not limited to, mopping, dusting, vacuuming, taking out the trash and cleaning bathrooms.
3. Implement safety and good housekeeping practices.
4. Assist in maintaining and ample inventory of cleaning materials and supplies for assigned buildings.
5. To assist with the cleanup and setup of special events when and where needed.
6. To report maintenance problems and needs observed while performing routine housekeeping duties to supervisor.
7. Assist other housekeeping or maintenance personnel as requested using good judgement.
8. Assume all other duties assigned by supervisor.

SALARY RANGE \$10.30 an hour for no more than 18 hours per week.

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 "Faculty and Staff" and then "Employment Opportunities". All applications should be mailed to:

**Office of Personnel Services
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

APPLICATION DEADLINE:

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received by 3:00 pm, March 14, 2019, to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A signed letter of interest with reference to the **position number** found on the position announcement (no computer-generated signatures).
- A completed and signed Bevill State Community College Application.
- Complete transcripts from **every** institutions from which **any** collegiate credit has been earned.
- A resume.
- One **current** and **signed**, letters of reference (no older than one year; no computer generated signatures).

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 nonrefundable 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 Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, 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.