

Please Note: If you are applying for more than one position, please submit a separate, complete application



## INTENT TO EMPLOY

**Posting Date: October 2, 2020**

**Position:** Building Aide "Shelby Campus"

**Minimum Qualifications:**

1. High school or GED diploma **preferred**.
2. One year of equivalent work experience **preferred**, but not **required**.
3. No special license **required**.

**Job Functions:**

Perform housekeeping duties to maintain classrooms, laboratories, offices, restrooms, and public areas in a clean and orderly condition. These duties are to be performed in any building, in any area within any building, and on any campus as assigned by the supervisor. The employee will:

**Essential Job Functions:**

1. Clean classrooms and laboratories to include washing chalkboards, washing desks, straightening chairs, emptying trash, washing trash cans, replacing bags, sweeping and vacuuming floors.
2. Clean and maintain restrooms to include emptying trash; washing trash cans; cleaning/disinfecting commodes; cleaning mirrors, sinks, petitions; mopping floors; replenishing tissue, soap, and towels.
3. Clean offices to include emptying trash; replacing bags; dusting furniture; dusting ceiling fans; vacuuming.
4. Clean vending area to include wiping top and front of vending machines; mopping; emptying trash.
5. Maintain overall appearance of building to include dusting clocks; wiping doors; cleaning door glass; cleaning drinking fountains; cleaning hallways; sweeping entrance areas; keeping steps and landings clean; cleaning vents and equipment room doors.
6. Place trash at designated place outside building for trash pick-up.
7. Order and maintain sufficient stock of supplies for the proper function of duties.
8. Deliver clean mops to work areas and return dirty mops to maintenance building.
9. Set up tables, chairs, and other facilities for meetings or special events as needed.
10. Report light bulbs not working to maintenance and/or building representative.
11. Report broken and damaged furniture.
12. Report electrical or plumbing problems.
13. Perform other duties related to the work described herein.

**Salary:** \$25,142.00 to \$40,986.00 based on ACCS Board of Trustees Salary Schedule E5/07 and experience.

**Application Deadline: 4:30 p.m., October 16, 2020**

**Application Procedure:** An application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current Resume

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**