

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



## INTENT TO EMPLOY

Posting Date: July 21, 2020

**Position:** House Keeping Supervisor

### Minimum Qualifications:

1. High School Diploma or GED **required**. Associates degree **preferred**.
2. A minimum of three (3) years of related work experience **required**. One (1) year minimum of related Supervisory experience **required**.
3. Valid Alabama driver's license **required**. Must be insurable by the college's insurance carrier.

### Job Functions:

This full-time position will supervise housekeeping staff as well as contracted cleaning services on all campuses. Ensure that classrooms, laboratories, offices, restrooms, and public areas in buildings on all Jefferson State campuses are maintained in a clean and orderly condition. The employee will:

1. Train and supervise the housekeeping staff in the performance of their job.
2. Order and deliver supplies and equipment.
3. Schedule work assignments to ensure adequate coverage of buildings.
4. Assist staff in preparing time sheets as needed.
5. Ability to interpret purchase orders as well as other written and verbal communication.
6. Inspect buildings for cleanliness on all Jefferson State Campuses no less than once a month for each campus location.
7. Assist in the planning of staff development.
8. Perform other related duties as needed.

**Salary:** \$45,000.00 to \$54,000.00 based on ACCS Board of Trustees Salary Schedule C-3 and experience.

**Application Deadline:** 4:30 p.m., August 4, 2020

**Application Procedure:** A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)
5. License

**"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 856-7899  
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**