



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

ELIZABETHTON

Position Announcement (KINGSPORT CAMPUS)

Custodial/Janitor-Full-time-non-Exempt

Requirements:

HS diploma or GED required. Technical diploma preferred. Minimum of 2 years of related experience. Valid driver's license is required. Must be able to climb ladders, lift up to 50 pounds, and be able to bend and twist.

General Duties:

Facilities Support Associate is responsible for the sanitation, neatness, and overall appearance of the campus and grounds. This position may assist with mechanical maintenance projects as needed. This position reports to the Coordinator of Physical Facilities.

Specific Duties:

- Collects and disposes of trash from classrooms, offices, parking lots, and lawn.
- Cleans breakrooms, restrooms, hallways, offices, classrooms, and other areas on a routine schedule.
- Replenishes building supplies such as toilet paper, paper towels, soap, trash bags, etc. as needed.
- Strips, waxes, buffs, and cleans floors as needed to maintain a neat appearance.
- Performs security functions such as unlocking, locking, and checking doors and windows.
- Assists the Coordinator of Physical Facilities in developing preventative maintenance measures and following published schedule related to same and other tasks as needed.

Application Process: Résumé, cover letter, and TCAT Elizabethton employment application are required. TCAT employment application is available at: <https://tcatelizabethton.edu/sites/default/files/media/2018-10/TCAT%20Employment%20Application%20%28Revised%2010-28-14%29.pdf>

Please mail completed documents to:

Tennessee College of Applied Technology Elizabethton

Attn: Connie Black

426 Highway 91 N

Elizabethton, TN 37643

Or by email to: Connie.wyche@tcatelizabethton.edu

APPLICATION REVIEW: Review of applicants will begin immediately. Application packets must include all required documents in order to be included in the review process.

EMPLOYMENT DOCUMENTS: Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. Tennessee College of Applied Technology- Elizabethton is a TBR institution; is an AA/EEO/ADA Employer; and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Danny O'Quinn, Vice President, 426 Highway 91 N, Elizabethton, TN 37644, 423-543-0070, danny.oquinn@tcatelizabethton.edu.