

Southwest Texas Junior College

Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax
Human Resources Employment: <http://www.swtjc.edu>

Title: Custodian

Job # 181918710501

Campus: Uvalde Campus

Closes: February 22, 2019

Description of Job Duties: Perform routine custodial duties, including cleaning and maintenance tasks for college facilities and other related work as required. Perform all other functions as assigned by the Supervisor. Work rules, code of conduct, and other policies are part of the essential functions of the job. Non-traditional working hours may apply. The omission of specific duties does not exclude them from the position if work is similar, related, or a logical assignment to the position. Performs duties as assigned. Security-sensitive position.

Salary: Maintenance Scale Group I; salary commensurate with experience.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATION REQUIREMENTS

Education: High School diploma or GED desired.

Experience & Training: Two years of custodial experience preferred.

Additional Qualification Requirements: Bilingual (English & Spanish). Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the reference and background check specified for the position. Possible travel required to other geographic locations served by the college. Must have a valid Texas driver's license and be insurable through SWTJC insurers.

Submit Application To: Human Resources Coordinator, (See Address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) Letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution