POSITION: Housekeeping Worker (Evenings) Part-Time
          Midlothian Campus

HIRING RANGE: $9.00 per hour

CLOSING DATE: June 7, 2010 at 5 p.m.

RESPONSIBILITIES: Mop, wax, buff, sweep, vacuum and shampoo floors of offices, classrooms and hallways. Scrub and polish lavatories and replenish lavatory supplies as needed. Lock and unlock assigned areas. Assist with moving furniture and set up of rooms. Other duties as assigned. Works 25-30 hours per week. Typical work hours are 6:00 p.m. – 12:00 a.m. Monday - Friday and weekends as assigned. Position is located at the Midlothian Campus.

QUALIFICATIONS: Requires the ability to read and follow oral and written instructions regarding a variety of cleaning tasks; knowledge of cleaning methods and use of cleaning supplies and equipment; ability to perform a variety of cleaning tasks; some prior experience in cleaning or related fields. High school diploma or equivalent required. Must be able to lift and carry 30 lbs. Valid Virginia Driver’s license. Background check required.

APPLICATION INSTRUCTIONS: Acceptable application packages are those submitted through the state job website located at https://jobs.agencies.virginia.gov. Applications which state “see resume” will not be accepted.

NONDISCRIMINATION POLICY: John Tyler Community College does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Susan Grinnan, Director of Human Resources, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at sgrinnan@jtcc.edu or by at phone 804-706-5035/804-594-1417.

EEO/AA EMPLOYER