



## POSITION VACANCY

May 12, 2016

Name of Position:	Housekeeper
Applications accepted through:	June 2, 2016
Effective date of employment:	July 5, 2016
Length of employment:	Full-time
Salary Range:	\$19,094 - \$23,868

### Position requirements:

A considerable knowledge of the principles, practices, tools and equipment used in housekeeping and janitorial trades is required. The applicant must have a high school diploma or GED and a valid NC driver's license. A Career Readiness Certificate is preferred.

### Position duties:

The applicant will be responsible for sweeping and mopping floors, as well as daily vacuuming. He/she will keep restrooms clean, sanitized, and equipped with necessary items, will empty and clean trash containers, wash windows and glass doors daily. The applicant should know how to use different types of chemicals needed to perform duties. Duties also include physically strenuous activities such as moving furniture, appliances and operating cleaning equipment. The applicant will dust furniture, blinds and equipment routinely and will be responsible for sweeping and cleaning outside stairwells, colonnades, entrances to assigned buildings and adjacent flowerbeds. He/she will also assist in set up of tables and chairs, assist with preparation of special events, and perform other related duties as assigned.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

**INSTITUTION:** *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

### **APPLICATIONS:**

*Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post secondary studies to **Human Resources, Wayne Community College, P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded at [www.waynecc.edu](http://www.waynecc.edu). Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*