

POSITION VACANCY

March 6, 2015

Name of position:	Housekeeper
Applications accepted through:	March 19, 2015
Effective date of employment:	April 6, 2015
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, a valid NC driver's license and a driving record which allows applicant to be insurable under Wayne Community College's auto insurance policy. A National Career Readiness Certificate is preferred.

Position duties:

The applicant will perform duties in general housekeeping, maintenance of campus facilities, as well as operate equipment designed to maintain floor surfaces. Responsibilities will include the following: operating power buffers, floor extractors, and carpet shampoo machine in the daily stripping, waxing, and shampooing of floors. The applicant will be required to sweep, mop, and vacuum floors daily. He/she will keep restrooms clean, sanitized, and stocked with necessary items. The applicant should know how to use different types of chemicals and cleaning agents needed in the performance of their duties. Duties also include physically strenuous activities such as moving furniture and operating cleaning equipment. He/she will also assist in set-up of tables/chairs, assist in preparation for 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. 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, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.