



**POSITION TITLE:** Custodian II  
(Full-time, Regular)  
**CLASSIFICATION:** Support Staff  
**REPORTS TO:** Superintendent, Physical Plant  
**PRIMARY WORKSITE:** Beatrice Campus

**GENERAL DESCRIPTION OF POSITION:**

This position functions as a working supervisor that supervises and trains custodial staff and participates in the regular cleaning and security operations necessary for proper maintenance, safety, and security of an assigned building or group of buildings. This position maintains inventories of cleaning equipment and supplies, and ensures they are properly used and stored. The custodial supervisor is responsible for cleanliness, sanitation and orderliness both inside and outside of areas assigned, and for the removal of waste collected. The custodial supervisor also makes regular inspections to assure maintenance of cleanliness standards, safe and secure conditions, and performs other maintenance as directed.

Hour of work for this position are scheduled Monday through Friday, between 10:00 a.m. and 7:00 p.m. with a 40 hour workweek. This position may require limited evenings, Saturday and Sunday work or other irregular hours due to emergencies or temporary schedule changes. This is a full-time regular position based on a 260-day work calendar.

**MINIMUM QUALIFICATIONS:**

1. High school graduate or GED.
2. Minimum of three (3) years experience in the custodial area, of which one (1) year needs to be in a supervisory capacity.
3. Able to work with cleaning chemicals.

**DESIRED QUALIFICATIONS:**

1. Construction and Carpentry Skills.
2. Knowledge and ability to use floor burnisher, floor scrubber, and gym floor resurfacing.

**MINIMUM SALARY:** \$14.10/hr., commensurate with education and experience.

**APPLICATION PROCESS:** Hiring process includes background check. Application review begins immediately. To be considered complete a Southeast Community College application on or before Thursday, November 5, 2009. Resumes cannot be used as a substitute for an application. Starting Date: As soon as possible.

**APPLICATION PACKET/ MATERIALS** available at [www.southeast.edu](http://www.southeast.edu) or by calling: 402-323-3421, Human Resources, Southeast Community College, 301 South 68<sup>th</sup> Street Place, Lincoln, NE 68510-2449.

**COLLEGE AREA:** The Southeast Community College Area is composed of fifteen counties with campuses at Beatrice, Lincoln, and Milford.

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admissions, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.