



VACANCY ANNOUNCEMENT
Palau Community College
Administration Department

VA#: 2021-003
Open: 05/11/2021
Close: Until Filled

Position: Custodian/Maintenance Worker

Location: Administration Department (Physical Plant)

Salary: \$8,502.00 to \$15,098.00 per annum
(Depending on qualifications)

Examples of Duties:

- Opening the restrooms each day during shift. Keeping the restrooms hygienic, including cleaning, washing, sweeping, emptying litter bins and dusting of all areas, including sanitary areas and associated facilities.
- Clean and monitor all College restrooms every hour
- To ensure that all toilet cubicles (toilets seats, pans, urinals, basins and door furniture) are clean and fit-for use. This includes making sure that the walls, mirrors and floors are clean and clear of litter, toilet rolls in place, unblocking toilets, removing graffiti etc.
- Clean immediate area outside restroom facilities.
- Ensuring that adequate supplies of consumables, such as soap and toilet rolls, are available.
- Maintain accurate record of supplies used and submit a list of needed supplies to the Maintenance Secretary to process order.
- Work cooperatively with Maintenance staff to ensure smooth teamwork.
- Work cooperatively with supervisor to complete assigned task on a timely and orderly manner.
- Abide by all PCC policies, rules and regulations.
- Perform other related duties assigned by supervisor, Vice President of Administration & Finance and the President of the College.
- Assist in regular maintenance work alongside maintenance crew

Minimum Qualification Requirements:

Two-years post-secondary education and at least 2 years' experience in custodian or related field. Must be self-motivated and effective in obtaining work output from a small team.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: <http://pcc.palau.edu/about/jobs/>. Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x227, or visit the HRD office on campus or email hr@palau.edu.

PCC IS AN EQUAL OPPORTUNITY ACTION EMPLOYER