



American Samoa Community College
Agriculture Community & Natural Resources Division
EMPLOYMENT OPPORTUNITY

Position Title: Custodian I
Employment Status: Full Time 12 months (Career Service)

General Description:

To fill vacant position. Some changes in responsibilities.

Responsibilities and Duties:

Administrative

- Maintain stocks of consumables (paper, cleaners, trash bags, light bulbs, etc.) and order additional supplies as required
- Help enforce any facility access policies with staff, students, visitors

Technical

- Sweep and mop floors and vacuum carpets as needed to maintain clean conditions; wax and polish floors and clean carpets as required; sweep and maintain cleanliness of areas around each assigned building
- Clean/dust/wipe furniture and equipment
- Clean and sanitize restrooms and showers and restock consumables (soap, paper, etc.)
- Empty wastebaskets, collect and dispose of rubbish
- Wash windows, sills, handrails, walls and other surfaces as needed
- Set up and take down tables, chairs and other items when needed for classes, trainings, meetings, and other events; assist in moving furniture
- Unlock doors for staff as needed, secure all facilities and turn off lights and ACs at end of each day
- Replace expired light bulbs, batteries, etc.; submit and follow up on work orders for any required maintenance or repairs

Reporting

- Other duties as assigned by Supervisor

Minimum Qualifications:

- High School Diploma
- Two years' experience in direct or related field
- Strength and stamina to work on one's feet throughout the day, walk stairs, lift moderately heavy objects, and scrub floors and other surfaces
- Knowledge of proper procedures for cleaning floors, carpets, restrooms, windows, furniture, etc.
- Proficiency in spoken and written Samoan and English

Salary Range: GS-06/04-06: \$16,640.00 - \$17,680.00 per annum

Application Deadline: March 17th, 2023 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 456/466/460, 699-2722 ext 3601/3602/3603/3604/3605/3606,
<http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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