



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Job Opportunity - Maintenance and Custodial Vacancies

The **SVGCC** is seeking to recruit qualified and innovative individuals for various Maintenance and Custodial positions throughout our Divisions. The specific positions of interest are:

- Janitor
- Groundsman/Handyman

JANITOR

SUMMARY OF DUTIES & RESPONSIBILITIES:

- Cleaning and supplying designated building areas
- Performing and documenting routine inspection and maintenance activities
- Carrying out heavy cleansing tasks and special projects
- Maintain and control use of stock, equipment & consumables
- Monitor the work of other cleaning staff on the compound

QUALIFICATIONS AND EXPERIENCE

- High school education
- Ability to handle cleaning equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with cleaning and chemical safety
- Integrity and ability to work independently
- Proven working experience as a Janitor

WHO SHOULD APPLY:

We would love to have you on board if you:

- Are organised, enthusiastic, and committed to excellence;
- Can work independently while being committed to achieving team and organisational goals;
- You are teachable and have a high regard for integrity and accountability;

APPLICATION PROCESS

1. Gather the following documents as part of your application:
 - o Cover Letter
 - o A recent Curriculum Vitae
 - o Copies of academic certificates
2. Submit your application via email to hr@svgcc.vc, with the subject title – Job Application: (Position being applied for; Division).
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using email hr@svgcc.vc) without waiting to be contacted by the College.

CLOSING DATE for receipt of applications is Sunday June 23rd, 2024.



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



GROUNDSMAN

SUMMARY OF DUTIES & RESPONSIBILITIES:

- To care, maintain and improve all areas designated for sports and recreation;
- To care and maintain all gardens and grass areas including planting, weeding and pruning in these areas;
- To ensure that all areas designated for the storage of grounds-keeping equipment and materials are kept neat and meet health and safety standards;
- To prepare and mark sports areas to meet the standard of the Head of the Physical Education Department;
- To organise and safely store any pesticides, fertilisers and any similar material according to health and safety requirements; and
- Any other tasks or duties that may be assigned.

QUALIFICATIONS AND EXPERIENCE

- At least three years of relevant experience.

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APPLICATION PROCESS

4. Gather the following documents as part of your application:
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HANDYMAN - HMTI Diamond Campus

SUMMARY OF DUTIES & RESPONSIBILITIES:

- To perform maintenance tasks such as replacing light bulbs, addressing plumbing and electrical issues;
- Any other duties assigned;

QUALIFICATIONS AND EXPERIENCE

- At least an Associate degree in Building Construction or any related field;
- At least five years of relevant experience.

WHO SHOULD APPLY:

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APPLICATION PROCESS

7. Gather the following documents as part of your application:
 - o Cover Letter
 - o A recent Curriculum Vitae
 - o Copies of academic certificates
8. Submit your application via email to hr@svgcc.vc, with the subject title – Job Application: (Position being applied for; Division).
9. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using email hr@svgcc.vc) without waiting to be contacted by the College.

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