



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Groundsman (Temporary Position /not including weekends)

Position Summary: The Groundsman is directly responsible to the Supervisor and Assistant Supervisor of Moving and Grounds. Individuals in this job class performs a variety of duties for the department and may be required to work late, during the night, early morning, weekends and/or holidays.

Experience/Qualifications:

- Police the entire campus grounds of trash, broken limbs and discarded items.
- Maintains the campus rounds including but not limited to lawn-cutting, weed-eating, edging, hedge trimming, pruning, cutting down trees, watering of lawns and vegetation, planting and maintaining of plants and flowers.
- Remove all trash from buildings, parking lots and land perimeters
- Responsible for setting up chairs, tables, stage, etc. for all special events on the campus
- Assists the College by providing delivery and courier services whenever possible
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension and organizing
- Perform a variety of related duties as needed
- Evidence of skills required in the performance of duties and responsibilities listed above. Must understand the use of lawn equipment and possess the ability to follow oral and written instructions. Physical condition must be adequate to perform assignments is required.
- EXPERIENCE REQUIRED

Date of Position Opening: April 2, 2018

Application Deadline: April 13, 2018

Salary: \$7.25 per hour

Mail Documents to:

Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to:

(601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER