



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITIES

The University of the Southern Caribbean invites applications for the following positions:

PLANT SERVICES

CUSTODIAN

DUTIES AND RESPONSIBILITIES

- Perform standard janitorial cleaning schedules and complete duties to meet company standards
- Perform day to day cleaning and disinfecting of washroom facilities, which includes washing and sanitizing toilets, cleaning of mirrors, sinks, showers and restock disposables.
- Day to day cleaning and disinfecting of lunchroom and kitchen areas, offices, classrooms, instructional spaces, dormitories and meeting rooms.
- Responsible for taking out trash, tidying and arranging furniture, dusting surfaces, moving of miscellaneous furniture and changing blown bulbs
- Ensure stock levels of essential items are maintained and follow proper ordering procedures.

QUALIFICATION AND EXPERIENCE

- A minimum of two (2) CXC passes; or School Leaving Certificate
- Very good physical condition and strength
- A minimum of two (2) years' experience in custodial, mechanical trade or related area
- A recent Police Certificate of Character.

OTHER REQUIREMENTS

- Good communication skills
- Energetic, self-motivated and positive attitude
- Highly committed and responsible
- Committed to the high spiritual, moral and ethical values of the institution.

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DIRECTOR OF HUMAN RESOURCES
UNIVERSITY OF THE SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt or uschumanresources@yahoo.com

Applicants are also required to submit a copy of the application to:

Chief Manpower Officer, Ministry of Labour & Small and Micro Enterprise Development, Level 11, Riverside Plaza, Besson Street, Port of Spain.

Application should be received no later than **May 29, 2017**

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.