

Notice of Job Vacancy #19-040

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Posting Date: January 4, 2019

Position: EPIC Custodian

Employment Term: Part-time / "As Needed" (estimated 6-8 hours per week)

Salary: \$15.00 per hour

Qualifications: Candidate must have a high school diploma or equivalent; ability to pass a background check; ability to repeatedly perform physical tasks involved with cleaning the EPIC office including bending, climbing, lifting, wiping, sweeping, mopping, etc.; ability to maintain confidentiality and interact positively with EPIC staff, council and visitors.

Job Description: The selected applicant will clean the EPIC office after business hours.

Responsibilities: Responsibilities include thoroughly cleaning all restrooms; sweeping / mopping / vacuuming floors, entry ways, hallways and stairwells; dusting and wiping down counters, tables and other surfaces throughout the office including the conference room; collecting and removing all trash; cleaning kitchen area including sink and refrigerators; replenishing paper products and light bulbs as needed; maintaining custodial supplies; other duties as assigned.

Reports To: EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Advisory Council;

Start Date: Immediately after the approval process is complete

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of FOUR ways:

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications and cover letter to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application with cover letter may be submitted electronically to sdjohnson@wvsc.org.

3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: S. Johnson

Applications must be received by January 13, 2019 at 3:00 PM for consideration.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.