

POSITION INFORMATION

Position Title	Custodian (PNCCTC)
Number of Positions	1
Position Location	Philadelphia/Neshoba County Career-Tech Center
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, December 1, 2025

FOR ADDITIONAL INFORMATION

Contact	Cody Spence
Contact Title	Director of Career and Technical Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6211
Email	cspence@eccc.edu

POSITION SUMMARY INFORMATION**Required Qualifications**

- 18 years or older
- Must be able to pass required background check and drug screen

Preferred Qualifications

- At least 1 year of custodial experience
- A CDL Class A, B, OR C with P and S endorsements

General Statement of the Function

The Custodian position at Philadelphia/Neshoba County Career-Technical Center must follow the established policies and procedures of the College, and support, encourage, and participate in appropriate organizations and activities.

Duties and Responsibilities

1. Sweep, mop, and vacuum floors in classrooms, hallways, restrooms, offices, and other areas.
2. Clean and sanitize restrooms, including toilets, sinks, and mirrors.
3. Empty trash receptacles and replace liners.
4. Clean and disinfect surfaces such as desks, tables, countertops, and doorknobs.
5. Wash windows, walls, and glass surfaces.
6. Maintain an inventory of cleaning supplies and equipment.
7. Reorder supplies as necessary to ensure they are always available.
8. Properly store and label all cleaning chemicals and supplies.
9. Perform minor repairs to furniture, fixtures, and equipment as needed.
10. Report major repairs or maintenance needs to the Facilities Manager.
11. Replace light bulbs and ensure proper lighting throughout the school.
12. Assist with setting up and breaking down furniture and equipment for school events and meetings.
13. All other duties as assigned.

APPLICATION DETAILS

Application Deadline	Friday, November 7, 2025	
Internal Applications	Friday, October 24, 2025 -	Friday, November 7, 2025
External Applications	Friday, October 24, 2025 -	Friday, November 7, 2025
Interviews Completed By	Friday, November 14, 2025	
Successful Candidate Notified By	Monday, November 24, 2025	

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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