



**JACKSON COMMUNITY COLLEGE**  
**Student Employment**  
**Position Description**

**Position Title :** CLEANING TEAM AIDE

**Supervisor:** Assistant Director

**Department:** JCC LeTarte Center in Hillsdale

**Position Level:** This is an entry level student position requiring general cleaning skills. This position works under direct supervision of the Assistant Director.

**Typical tasks include, but are not limited to:**

1. Clean classrooms, offices, hallways, and bathrooms. Sweep, mop, dust, wash windows, assist in scrubbing/stripping of floors, etc.
2. Other duties as assigned by supervisor and/or custodial personnel.

**Essential Functions**

1. Ability to effectively utilize cleaning tools.
2. Ability to effectively use cleaning solutions.
3. Ability to know the hazardous materials processes and procedures.
4. Ability to use sound judgment in decision-making.
5. Ability to maintain confidentiality.
6. Ability to work flexible hours.
7. Attendance and punctuality are essential to this position.

To apply for this position, contact the supervisor below for an interview:

**Contact Person: Melissa Combs, Assistant Director**

**Email Address: [combsmelissae@jccmi.edu](mailto:combsmelissae@jccmi.edu)**

**Phone Number: (517) 437-3343**

**Office Location: JCC Letarte Center in Hillsdale**

If the supervisor recommends your hire, go to Human Resources, (GP 209) for verification of eligibility and to complete paperwork. You may not start work until you have received a contract from Human Resources.