

The mission of the College is “Setting Bermuda's Students on the Paths to Success”. We are looking for dynamic and creative professionals to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

## FACILITIES MANAGEMENT AND SECURITY SERVICES

### Position: Casual and On-call Security Officers

Salary: \$20.00 per hour

### Position: Security Officer – Part-time

Salary: BCS14 \$56,509.13 - BCS16 \$60,337.39 (pro-rated)

**Duties and Responsibilities:** The Security Officer will maintain the security and safety of the Bermuda College property; ensuring the safety of students, staff, faculty and the general public using the College property. The Security Officer is responsible for investigating and reporting on incidents/accidents that occur on campus. The Security Officer will patrol the corridors, grounds, parking facilities, etc., monitor and check the fire extinguishers and fire alarms, report problems and identify job hazards, such as unsafe railings, walls etc. Monitor CCTV cameras to identify potential threats to security and safety. Respond to fire, burglar alarms and emergency calls and contact the appropriate emergency services. Maintain a record of lost and found items and send out advisories to students and staff of the process for collection of items. Also perform associated duties, as requested by the Facilities and Security Supervisor.

**Qualifications, Experience, Skills and Abilities:** The Post-holder must have successfully completed the BSC or equivalent and must be capable of operating within a computerized environment. A minimum of five (5) years related experience in a security and safety environment is required for the post with strong communication skills and the ability to provide direction and guidance in various situations that arise. The Security Officer must be observant and be a good time keeper as he/she may be called upon to respond to emergency situations/incidents after the normal hours of work. Successful applicants must be available to work weekends, evenings and special events.

### Position: Casual and On-call Custodians

**Duties and Responsibilities:** The Custodian will be responsible for providing custodial and maintenance services within Bermuda College. Provide a clean, healthy and sanitary environment for the employees, students and members of the public. The Custodian is assigned responsibility for cleaning and keeping orderly condition of the interiors and exteriors of designated buildings on the College campus. The Custodian ensures washroom areas, classrooms, offices and food & beverage areas are kept cleaned, sanitized and put in order for continuous use during daily and evening college operations and functions. Custodians are also required to prepare meeting and training rooms for functions and complete their duties ensuring rooms, classrooms and public areas are presentable and in ready state.

**Qualifications, Experience, Skills and Abilities:** Successful applicants must be high school graduates with previous experience in the area of custodial services or other closely related fields. Applicants must be able to read and write and follow direction, working independent of constant supervision. Additionally, must be proficient in the use of computers in order to receive dailies and other instructions. As Bermuda College is a wireless campus, all employees must be able to communicate via college issued laptops.

A minimum of two (2) years previous experience in a similar position, with high levels of customer service skills is essential. Successful applicants will be physically able to stoop, bend and lift a minimum of 40 lbs. and be able to multi-task effectively. Successful applicants must be available to work weekends, evenings and special events.

**Resumes should be submitted to:**

**Lauren Alleyne, Officer, Human Resources & Development  
Bermuda College, P.O. Box PG 297, Paget PG BX, Bermuda or  
[humanresources@college.bm](mailto:humanresources@college.bm)**

**Please send, along with your resume:**

**At least two (2) recent written character and (2) recent written work references (persons competent to assess your qualifications and experience) with telephone numbers. Official transcripts & copies of relevant certificates from recognized institution.**

**IMPORTANT: Resumes will not be processed without requested references attached.**

**Closing Date: October 28, 2011**