**Custodial Supervisor** (FT)

Albany, GA Campus

AlbanyTechnical College seeks a highly motivated individual to fill the position of full-time Custodial Supervisor. Under general supervision of the Facilities Director, the selected candidate will be responsible for overseeing and participating in the custodial maintenance of the campus facilities to ensure a clean, safe, and welcoming environment. The candidate selected will be a working supervisor who will have custodial responsibilities as well as major duties including overseeing, scheduling, and directing custodial and floor tech staff, including training and evaluation of their work. The Custodial Supervisor manages the campus cleaning supply and related inventory, including requisitioning, receiving, distributing, and record-keeping of inventory. He/She will maintain the time and leave records of the custodial staff and will also be responsible for coordinating with campus departments for custodial needs of any special events. He/she will be required to operate a forklift and golf cart and should be willing to be trained in the use of these devices. Also, the supervisor will be responsible for assisting in the interview and selection of members of the custodial and floor tech staff. He/she should have good oral and written communication skills.

**Minimum Qualifications:** Applicant MUST have a High School Diploma \*OR\* GED \*AND\* three (3) years of work-related experience as a working custodial supervisor. Must possess a valid Georgia driver’s license.

**Preferred Qualifications:** The applicant MUST have at least four (4) years’ experience working and supervising a commercial facility of comparable size -14 buildings and 500,000 sq. ft).

**Physical Demands:** Intermittently sitting, standing, walking, bending, pushing, and pulling on a continuous basis. While performing the duties of this job, the employee may be required to stoop, kneel, crouch, or crawl. The employee frequently lifts/carries objects that weigh 10lbs. to 50lbs. The Custodial Supervisor must have strength and agility to operate cleaning equipment and move furniture when needed. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards  Executive Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts  Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |