

**Position Announcement**

**June 2025**

**This position is open to current CGTC employees only**

**Position:** Custodial Supervisor

**Position Status**: Full time

**Application Deadline**: Open Until Filled

**Primary Work Location:** Warner Robins Campus

**Projected Work Schedule:** 40 hours per week / 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time following June 23, 2025 based on candidate selection(s).*

**Position Summary:**

The Custodian Supervisor is responsible for the oversight of multiple locations and employees within the assigned service area. The Custodian Supervisor is a hands-on working position who has an active role in planning and overseeing all custodial work by monitoring and ensuring the College’s standards of cleanliness are met. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel within the college’s service area and other travel as needed.

**Job Responsibilities include, but are not limited to the following:**

* Trains, assigns, directs, supervises and evaluates the work of employees engaged in maintaining the proper care of technical college buildings and facilities;
* Assists in the interview and selection of members of the custodial staff;
* Coordinates, plans and supervises custodial operations for special events;
* Maintains an inventory and recommends selection of suitable custodial supplies;
* Inspects the performance of the custodial staff on a regular basis ensuring the completion of work assignments;
* Maintains work schedules of custodial staff; reviews and approves work/leave entries;
* Submits work orders to supervisor
* Provides care and routine maintenance of grounds;
* Receives, investigates, responds, and/or resolves complaints regarding custodial services;
* Performs a variety of duties related to the job, such as painting, replacing light bulbs, hanging curtains, moving furniture, etc.;
* Operates motor vehicles to reach various job sites in order to facilitate custodial operations
* Completes all assigned trainings in a timely manner,
* Other responsibilities as assigned.

**Competencies:**

* Knowledge of janitorial methods and procedures, materials, chemicals, disinfectants and equipment
* Knowledge of college policies and procedures
* Ability to plan, assign, train, inspect and evaluate the activities of subordinate personnel
* Ability to communicate clearly and effectively
* Ability to read and write
* Ability to follow units of measure on product labels
* Ability to identify and resolve problems

**Minimum Qualifications:** *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

* Earned High school diploma or earned equivalent, and,
* Documented three (3) years of work-related experience

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

* Documented work experience in postsecondary education environment

**Projected Work Hours/Location:**

This position will work a schedule to encompass oversight of the day and evening work shifts, Monday to Friday; the actual work schedule has not yet been determined. Additional hours or a flexible schedule to include evenings, and/or weekends, may be required as needed. Position will be assigned to the Warner Robins campus and may require travel to any of the locations within the College’s service area, and other travel as needed. This position will work all 12 calendar months per year and at 40 hours per week.

**Salary / Benefits:**

**The selected candidate can expect to receive a contingent offer with an annual gross salary in the $40’s range; actual salary to be determined by the candidate’s highest qualifying degree and/or related experience based on meeting published minimum and preferred qualifications.**  Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position.  GCTCdoes not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement.  A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application.   Applicants for non-instructional positions may provide a resume if they wish.   Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts)*
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records Motor Vehicle Records

Employment References Pre-Employment Drug Test

Fingerprint Records Credit History Records

Psychological Screening Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual’s protected status; nor shall any individual be given preferential treatment because of the individual’s protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution’s ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.