

**Position Announcement**

**March 2017**

**Position:** Custodian

**Position Status:** Part-time **Application Deadline:**  March 30, 2017

**Job Description:**

Under general supervision, maintains proper care of the technical college facilities. Performs a variety of routine duties such as sweeping, mopping, dusting, strip and waxing of floors, collection and disposal of trash, cleaning classrooms and restrooms, painting, moving furniture, hanging curtains, etc. May provide care and routine maintenance of grounds. May distribute and maintain materials, tools and equipment. May serve as lead custodian and perform supervision of custodial activities. 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 to the college’s service area and other travel as needed.

**Scheduled Work Hours / Location**

The College is seeking to fill the following openings at the Milledgeville campus. Position may require a flexible work schedule to include evening or weekend hours as needed.

* 6:00 a.m. to noon, Monday to Thursday, and 6:00 a.m. to 11:00 a.m. Friday

**Minimum Qualifications**

Any combination of training and experience which would have enabled the applicant to acquire the necessary knowledge, skills and abilities.

**Preferred Qualifications, in addition to preferred qualifications:**

A minimum of six (6) months experience performing custodial duties.

**Salary / Benefits:**

This position is paid at the gross hourly wage of $8.50. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Salary / Benefits:**

Gross Hourly rate of $7.50. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  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, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**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 |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: lhampton@centralgatech.edu.

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