

**POSITION ANNOUNCEMENT**

**December 22, 2009**

**POSITION:** Custodian, Marietta Campus

**POSITION DESCRIPTION**: Full-time position. Under general supervision, maintains proper care of technical college facilities. In order to provide a clean and healthy environment for students, faculty, and staff, the custodian will perform a variety of routine duties such as cleaning, vacuuming, mopping, floor care, restrooms, and moving classroom furniture and boxes, etc.

**MINIMUM QUALIFICATIONS:**

* Working knowledge of cleaning equipment and materials to clean restrooms, classrooms, offices, floors, and labs
* Must have strength and agility to operate cleaning equipment and move furniture
* Must practice safe work habits
* Must be able to work in a team environment

**PREFERRED QUALIFICATIONS:** (In addition to the minimum qualifications)

* A minimum of six months experience performing custodial duties.

SALARY/ BENEFITS: Salary commensurate with experience. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu). For a complete file, fill out the online application and upload cover letter and resume. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until position is filled. Screening will begin immediately

**ANTICIPATED EMPLOYMENT DATE:** Open until filled

**EMPLOYMENT POLICY:** *Chattahoochee, Appalachian, and North Metro Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries may be directed to the Title IX and 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Marietta, GA 30060, Bldg. C. Room 1102, (770.528.4484).*

*A Unit of the Technical College System of Georgia*

*Job Description Follows:*

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**Job Description**

**Custodian**

**Job Description, Responsibilities, Standards, and Qualifications**

**Job Description:**
Under general supervision, maintains proper care of a technical college facilities. Performs a variety of routine duties such as cleaning, vacuuming, mopping, floor care, and restrooms. May provide care and routine maintenance of grounds. May distribute and maintain materials, tools and equipment. May serve as lead custodian.

**Job Responsibilities & Performance Standards:**

**1. Maintains proper care of a technical college facilities. (Performed by all incumbents)**

1. Cleans facilities, including blinds, windows, light fixtures, drinking fountains and walls, following established procedures.

 2. Thoroughly vacuums, sweeps, mops, scrubs, strips, waxes, and cleans building floors and carpets as needed.

 3. Collects and disposes of trash/ashtray receptacles in proper designated area as needed. Thoroughly cleans receptacles.

 4. Thoroughly cleans restrooms and fixtures. Ensures all toiletries and paper products are available for use.

 5. Obtains proper supplies needed for each task and promptly returns unused supplies to appropriate storage areas.

**2. Provides care and routine maintenance of grounds. Clears storm drains and traps of debris. (Performed by some incumbents)**

1. Properly operates power mowing, tilling and trimming equipment to cut grass, edge walks, flower beds, curbs, etc.

 2. Monitors and maintains fluid levels as pertaining to each piece of equipment. Thoroughly cleans equipment after each use.

 3. Observes safety rules while operating equipment (i.e. directions of discharge, transport and mowing speeds, yielding to motorized and pedestrian traffic). Wears protective equipment.

 4. Picks up and disposes of debris and leaves as needed and according to guidelines.

**3. Performs a variety of duties related to the job. Performs general repairs. (Performed by all incumbents)**

1. Effectively performs duties related to the job, such as painting, replacing light bulbs, hanging curtains, moving furniture, setting up chairs, tables, lights and podiums for special events and college functions.

 2. Responds to requests within established standard of promptness.

 3. Maintains accurate records of materials used.

 4. Performs all repairs and installations in accordance with technical college standards, applicable codes and verbal or written instructions and within established time frames.

 5. Ensures that all exit doors are open and all panic bolts are working properly.

**4. Distributes and maintains materials, tools and equipment. (Performed by some incumbents)**

1. Selects and/or distributes appropriate tools, materials or equipment in a safety, clean and orderly manner.

 2. Returns and/or ensures the return of all tools, materials and equipment to appropriate storage area in a timely manner.

 3. Promptly reports any lost, damaged, or broken tools or equipment to appropriate personnel.

 4. Demonstrates proper operation of equipment and tools as needed to ensure employee safety.

 5. Inspects all equipment on an established basis.

**5. Delivers and picks up mail. (Performed by some incumbents.)**

1. Delivers and picks up mail according to established schedule.

 2. Accurately sorts and distributes mail in a timely manner.

**6. Serves as lead custodian. May supervise custodial activities. (Performed by some incumbents)**

1. Appropriately schedules and assigns duties for custodial staff.

 2. Works with faculty to schedule major cleaning jobs that need to be done between quarters.

 3. Ensures custodial staff is performing assigned duties as required and according to proper procedures.

 4. Requisitions cleaning supplies as needed according to proper purchasing procedures and budgetary guidelines.

**7. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior. (Performed by all incumbents)**

1. Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

 2. Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

 3. Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.

 4. Accepts direction and feedback from supervisors and follows through appropriately.

 5. Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; observes policies on break and lunch periods. Uses work time appropriately.

**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 the minimum qualifications) A minimum of six months experience performing custodial duties.