**Custodian** (FT)

Albany, GA Campus

AlbanyTechnical College seeks a highly motivated individual to fill the position of full-time Custodian. Under general supervision of the Custodial Supervisor, the selected candidate will maintain proper care of technical college facilities. In order to provide a clean and healthy environment for students, faculty, staff, and visitors, the custodian will perform a full range of custodial duties related to the care, maintenance, and cleaning of the facility, including, but not limited to, blinds, windows, walls, student desks, light fixtures and water fountains. The custodian will thoroughly vacuum, sweep, mop and clean floors and carpets as instructed and/or needed. He/she will clean restrooms and ensure soap and paper product dispensers are full. The custodian will collect trash from restrooms, offices and common areas and dispose in the outside dumpster. He/she will be tasked to assist in setting up and removing tables, chairs and equipment for meetings and events from various areas on campus. The Custodian will also perform a variety of general tasks relative to assigned areas of responsibility. He/she must practice safe work habits, follow policies and procedures of the college, be able to work in a team environment, and be punctual and reliable in order to accomplish assigned responsibilities. He/she should have good communication skills.

**Minimum Qualifications:** The applicant MUST have a High School Diploma \*OR\* GED.

**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 Custodian must have strength and agility to operate cleaning equipment and move furniture.

**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.***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Kathy Skates VP of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **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 |