



## Position Announcement July 2024

<b>Position:</b>	Custodian
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Warner Robins
<b>Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be scheduled after review; the position may close at any time after July 9, 2024 based on candidate selections.*

### **Job Responsibilities:**

Under general supervision, maintains proper care of a technical college's facilities. 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 any of the college campus or sites within the College's service area and other travel as needed.

### **Major responsibilities may include, but are not limited to the following:**

- Maintains proper care of a 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
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

### **Projected Work Hours/Location:**

The College is seeking positions for the Warner Robins campus. Positions may require a flexible schedule to include day/evening and/or weekend hours to meet the needs of the department as well as travel as needed to additional locations. Position is scheduled to work all 12 calendar months per year and at 40 hours per week.

- Monday through Friday: 6:00 a.m. to 3:00 p.m.

### **Minimum Qualifications:**

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

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, demonstrate in the employment history possession of the following:*

- Documented minimum of six (6) months experience performing custodial duties

**Salary / Benefits:**

**Annual gross salary range of \$33,280 (No Degree/High School Diploma or Equivalent) to \$35,604 (Associate). The actual annual gross will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications.** This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. 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. GCTC does 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](mailto: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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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