



Job Specification

Job Title: Custodian I
BCAT Code: 810X AG
Pay Grade: G05

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs entry-level duties providing custodial care for the University's building and facilities. (The incumbent learns proper methods and procedures for performing custodial duties and becomes familiar with the campus in this training level.)

Examples of Duties

- Maintains the appearance of offices, classrooms, hallways, laboratories, lobbies, lounges, elevators, stairways and restrooms by performing housekeeping duties such as dusting, vacuuming, sweeping and removal of trash.
- Cleans and polishes lighting fixtures, marble surfaces and trims.
- Washes walls and woodwork; washes windows, door panels and sills.
- Sweeps, vacuums, dust mops, wet mops, scrubs, strips, restores, buffs, and wax floors.
- Restocks supply closets and restrooms.
- Set-up chairs, tables and other equipment in classrooms, meeting rooms and public areas as required.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Some knowledge of the operation and use of equipment and tools used in the care and cleaning of buildings preferred.
- Some knowledge of custodial services practices, techniques, and procedures preferred..
- Knowledge of GSU campus (buildings and facilities) preferred.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.)
- Ability to follow oral and written instructions.

Minimum GSU Hiring Standards

Criminal background investigation. High school diploma or GED preferred. Six months experience working in an institutional, industrial or commercial setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.