



**Job Specification**

**Job Title: Custodian II**  
**BCAT Code: 810X AL**  
**Pay Grade: G06**

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

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**General Description**

Provides custodial care for the University's buildings and facilities.

**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 waxes floors.
- Set-up chairs, tables and other equipment in classrooms, meeting rooms and public areas as required.
- Compiles supply requests, obtains supplies from warehouse, delivers custodial supplies and equipment to campus buildings, and restocks supply cabinets and closets.
- May assume lead worker role in the absence of higher-level employees.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

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

**Minimum GSU Hiring Standards**

High school diploma or GED and at least one year of experience in an institutional, industrial or commercial setting. Criminal background investigation.

*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.*