



Job Specification

Job Title: Custodian III
BCAT Code: 805X AC
Pay Grade: G07

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

General Description

Functions as a lead worker for a small group of employees providing custodial care for the University's buildings and facilities.

Examples of Duties

- Organizes work assignments of Custodian I/II employees, and prepares reports on work group's performance.
- Trains and orients Custodian I/II employees on proper custodial practices and procedures.
- Inspects facilities and furnishings for needed cleaning/repair and inspects work of Custodian I/II employees, and makes corrections as needed.
- Directs room set-ups for special meetings and events.
- Issues equipment and supplies to custodial employees.
- May perform Custodian I and II duties in the absence of co-workers. Assists with large cleaning tasks when required.
- 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 proper custodial services practices, techniques, and procedures.
- Knowledge of GSU campus (buildings and facilities) and custodial requirements or needs.
- Ability to supervise others or function as a lead worker.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.).

Minimum GSU Hiring Standards

High school diploma or GED and two years 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.