Coastal Pines Technical College

**Custodian**

Under general supervision, maintains proper care of Coastal Pines Technical College facilities. Performs a

variety of routine duties such as cleaning, moving furniture, removing trash, stripping and waxing, etc.

Maintains appropriate materials, tools and equipment. Adheres to State of Georgia policies and Coastal Pines

**RESPONSIBILITIES:**

Area of Responsibility: 1400 Building and Miller Lecture Hall

1. Cleans facilities, including blinds, windows, light fixtures, drinking fountains and walls.

2. Vacuums, sweeps, mops, scrubs, strips, waxes and cleans floors.

3. Empties all trash daily.

4. Thoroughly cleans restrooms and keeps stocked with paper products and soap.

5. Cleans windows and doors and keeps entrances clean and free of debris.

6. Selects appropriate tools, materials, and equipment for each task.

7. Maintains equipment and reports lost, damaged, or broken tools or equipment to the Executive Director of

Facilities.

8. Adheres to all safety rules and guidelines set by the College.

9. Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased

responsibility.

10. Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in

response to process change and adapts to and accommodates new methods and procedures.

11. Accepts direction and feedback from supervisor and follows through appropriately.

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12. Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late

for work or when absent; observes provisions of Fair Labor Standards Act; observes policies on break and

lunch periods.

13. Assists with duties outside of assigned areas when other custodians are out.

14. Participates in required staff development activities.

15. Performs other duties as assigned by the Maintenance Supervisor.

**Minimum Qualifications**:

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

Equal Opportunity Statement

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia eharris@coastalpines.edu 912.287.4098; titleix@coastalpines.edu ADA/Section 504 Coordinator, ada@coastalpines.edu; All Campuses, 1777 West Cherry Street, Jesup, Georgia.