

**POSITION:** Custodian **STATUS:** Part-time/Hourly

**DUTIES:**

* Maintains proper care of Coastal Pines Technical College facilities;
* Deliver packages and supplies to departments;
* Performs a variety of duties related to the job, such as painting, replacing light bulbs, hanging curtains, moving furniture, setting up chairs, tables, lights and podiums for special events and college functions;
* Distributes and maintains materials, tools and equipment;
* Cleaning, mopping, sweeping and vacuuming offices and bathrooms;
* Stock bathrooms with tissue, hand towels and soap;
* Assembles office equipment and desks;
* Assesses campus grounds for maintenance needs;
* Collects trash and debris for disposal;
* Assists personnel in the arrangement of desks and other office equipment.
* Other duties as assigned by supervisor

**COMPETENCIES:**

* Knowledge of custodial tools and methods
* Knowledge of safety guidelines
* Skill in the use of cleaning tools and supplies
* Ability to read and follow instructions
* Ability to lift up to 40 pounds regularly
* Ability to bend, squat, reach, crawl and climb ladder

**PREFERRED QUALIFICATIONS:**

Previous work experience as a groundskeeper

**APPLICATION DEADLINE:**

Open until filled.

**SALARY/BENEFITS:**

$10/Hourly. Salary will be determined in accordance with the guidelines established by the Technical College System of Georgia. This position is part-time with no benefits except the Georgia Defined Contribution plan.

**APPLICATION PROCESS:**

To be considered for this position, submit an online employment application on our Job Opportunities website [ONLINE JOB CENTER](https://www.easyhrweb.com/JC_OkefenokeeTech/Login.aspx) . Applicants must state in the letter of interest the position for which they are applying. Incomplete applications will not be considered. Final candidate will be required to successfully meet the requirements of the TCSG Background Investigation Policy, including reference checks.

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; Cynthia Linder, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, clinder@coastalpines.edu, 912.287.4098; Cathy Montgomery, ADA/Section 504 Coordinator, All Campuses, 3700 Glynco Parkway, Brunswick, Georgia, cmontgomery@coastalpines.edu, 912.262.9995.