



# GADSDEN STATE COMMUNITY COLLEGE

## Position Announcement

Posting Date: September 12, 2019

Closing Date: September 26, 2019

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## **POSITION: CUSTODIAL EMPLOYEE I (Two Positions)**

**INITIAL BASE: GADSDEN AND AYERS CAMPUSES**

### **QUALIFICATIONS:**

- ◆ Graduation from high school or GED certificate is *desirable*.
- ◆ One (1) year of experience in janitorial work or related work is *desirable*.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of materials, methods, and equipment used in janitorial work.
- ◆ Ability to understand and follow simple oral and written instructions.
- ◆ Sufficient physical strength to perform a variety of routine manual tasks in the cleaning of buildings and equipment; ability to lift 50 pounds from the ground; ability to lift arms above the head.
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders.

### **DUTIES:**

- ◆ Scrubs, mops, waxes, and polishes floors; dusts and polishes furniture; washes windows, woodwork, toilets, washrooms, and fixtures.
- ◆ Maintains stockroom for storing equipment and cleaning materials.
- ◆ Directs persons to and answers inquiries about the location of buildings and properties; carries messages, and runs errands.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

*Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

### **PROJECTED STARTING DATE:**

October 2019

### **SALARY:**

Salary Schedule E-5, Grade 07 - \$25,142 – \$39,998 based on applicable experience.

### **APPLICATION DEADLINE:**

September 26, 2019 – 4:00 P.M.

**APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.** Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, and (d) copy of high school diploma/transcript or GED certificate *if applicable*.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
GADSDEN STATE COMMUNITY COLLEGE  
P. O. Box 227  
GADSDEN, AL 35902-0227  
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.  
Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**

**It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.**

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.  
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

**The College reserves the right to withdraw this job announcement at any time prior to the awarding.**

**Any offer of employment is contingent upon a satisfactory criminal background investigation.**

**This employer participates in E-Verify.**