



JOB CODE: FC/FS02

Job Description

Job Title: Facilities Specialist/Custodial
FLSA Status: Non-Exempt – FT/PT
Grade: 22
Department: Facilities
Reports to: Facilities Director

Job Summary

The Facilities Specialist/Custodial maintains a clean, safe, and healthy environment for student success.

Essential Duties and Responsibilities

- Performs general, routine custodial duties, including dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance of custodial equipment and supplies.
- Empties trash receptacles dispose of trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels; for positions within on-campus residence halls, responsible for reporting concerns related to on-campus residents
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices
- Assists in on-the-job training of new staff on routine procedures
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements
- May provide vendors with access to areas for cleaning and may answer basic questions. May report issues with vendors to the supervisor
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities
- Assist in setting up events within campus
- Performs other related duties as assigned

Knowledge, Skills, and Abilities Required by the Position

- Ability to communicate well
- Ability to understand and follow safety procedures
- Ability to operate and maintain cleaning equipment
- Computer skills and usage
- Ability to organize work tasks and work independently

Working Conditions/Physical Requirements

- Heavy to moderate physical activity
- Prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling
- Exposure to chemical or hazardous materials

Supervisory and Management Responsibility

- None

Minimum Qualifications

- High School diploma or equivalent preferred
- Possess a valid Wyoming driver's license

HOW TO APPLY: Visit www.GilletteCollege.org or email your resume, GCCD application, and cover letter to Dsanders@gillettecollege.org

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