



Job Description

Job Title: Facilities Specialist/Custodian Lead - Evening (2:00 PM – 10:30 PM)
FLSA Status: Non-exempt
Grade: 3
Department: Facilities Maintenance
Reports to: Custodial Supervisor

Job Summary

Maintains accessibility and appearance of the facilities as it relates to the care, maintenance, and cleaning. Ensures the facilities are cleaned, maintained, secure and prepared for the workday while identifying and reporting facility maintenance needs.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Maintains facilities with routine custodial care including but not limited to, dusting, vacuuming, sweeping, and mopping floors, washing windows, picking up trash, cleaning, and re-supplying restrooms, etc.
- Maintains safe, secure, and healthy environment by adhering to GCCS standards and policies, and to legal regulations; alerting others regarding potential concerns.
- Performs routine maintenance of custodial equipment and supplies.
- Empties trash receptacles dispose of trash and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Ensures security of buildings during evening hours by monitoring activities/persons inside and checking doors.
- Review area assignments with Custodial Supervisor and coordinate adjustments to fill any loss of coverage.
- Ensure compliance with safe work practices as outlined by campus standards and OSHA regulations.
- Collect all needed maintenance repair tickets from other custodial staff and report them in the work order system.
- Reports needs and concerns to appropriate staff, which may include 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.
- May provide vendors with access to areas for cleaning and may answer basic questions and 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.
- Assists in setting up events on campus.
- Attends and participates in staff meetings and other related activities.
- Performs other related duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Possess a valid Class C driver's license.
- Previous work experience consistent with the position.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Qualifications

- Previous work experience consistent with the position.

Competencies for Successful Performance

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Use and characteristics of custodial compounds and materials.
- Practices, techniques, equipment, and tools used for custodial operations.

Ability to:

- Understand and follow safety procedures.
- Operate and maintain custodial equipment.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Clean and care for GCCD facilities and equipment.

Skill in:

- Performing various duties, frequently changing from one task to another.

- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

Supervisory and Management Responsibility

- Trains, mentors, supervises and assists student, temporary, seasonal and part-time employees.

Physical Demands *(The physical demands described below are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- This position involves physical demands such as exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently and up to 10 lbs. of force constantly to move objects.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

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