

**Job Announcement**

Custodial (dayshift 4:30 am – 12:30 pm Mon-Fri)

**Job Title:**

Facilities Management

**Department:**

Director of Facilities

**Reports To:**

**Pay Status: Non-Exempt**

Justin Coalley

**Position Status: Full Time Approved By:**

**Position Summary:** Perform daily housekeeping functions under the direction of the Custodial Manager; their duties consists of general cleaning of assigned areas and can include any or all of the following list of essential duties and responsibilities.

* Sweep, mop, and scrub floors, stairs (inside and outside buildings) and other surfaces.
* Use light and heavy (industrial type) floor machines and attachments.
* Scrub, strip, wax and polish floors using heavy (industrial type) powered scrubbers and buffers.
* Vacuum rugs in offices and public areas. Shampoo rugs periodically using heavy vacuum cleaner and rug shampooing machine
* Clean and dust furniture, exhibit cases, pictures, door trims, dry erase boards, and chalkboards
* Adjust, clean and oil cleaners and scrubbers and change brushes, pads, rollers, buffers, and other attachments.
* Remove, wash and replace window blinds and wash ceiling fixtures using ladders and scaffolds.
* Wash window sills and glass in corridor doors
* Wash glass and trim in entrance doors
* Wash and/or clean interior wall spaces by hand or with powered wall washing machine, working on ladders and scaffolding as required.
* Clean and service lavatories, toilet rooms and rest rooms.
* Collect and place in containers or plastic bags trash and debris, place trash in collection area for removal by sanitation trucks.
* Replace liners in wastebaskets and trash containers.
* Move heavy furniture, supplies and miscellaneous equipment as directed.
* Report items that need repair (doors, door checks, furniture, lights, faucets, etc.)
* Lock all offices and labs after cleaning.
* Perform related duties, as assigned.

**Knowledge, Skills, and Abilities:** Some experience in institutional housekeeping/custodial work is desirable and the ability to learn and be trained to perform all the above described duties. Must have a positive attitude and a strong work ethic.

**Minimum Education & Experience Requirements:** GED or Higher. Experience in the field is requested.

**Application Submission Process:**

Please submit completed TMU application and resume to:

**Justin Coalley, Director of Facilities**

**Truett-McConnell University**

**100 Alumni Dr., Cleveland, GA 30528**

Deadline to submit resumes: **Open until filled.**

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