General Description
Performs entry-level duties of custodial care for the University buildings and facilities. The incumbent learns proper methods and procedures in performing custodial duties and becomes familiar with the campus at this training level.

Examples of Duties
- Maintains the appearance of offices, classrooms, hallways, laboratories, lobbies, lounges, elevators, stairways and restrooms by performing housekeeping duties, such as cleaning counters, equipment and furnishings, dusting, vacuuming, sweeping, and removing trash.
- Cleans and polishes lighting fixtures, marble surfaces and trims.
- Washes walls and woodwork; washes windows, door panels and sills.
- Sweeps, vacuums, dust mops, wet mops, scrubs, strips, restores, buffs, and waxes floors.
- Restocks supply closets and restrooms.
- Handles emergency clean-ups.
- Sets up chairs, tables, and other equipment in classrooms, meeting rooms, and other public areas as required.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the operation and use of equipment and tools used in the care and cleaning of buildings preferred.
- Knowledge of custodial service practices, techniques, and procedures preferred.
- Knowledge of the Georgia State University (GSU) campus, buildings and facilities, preferred.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.).
- Ability to follow oral and written instructions.
- Ability to pass criminal background investigation.

Minimum GSU Hiring Standards
High school diploma or GED preferred. Six months experience working in an institutional, industrial or commercial setting preferred. Must pass a criminal background check.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.