Georgia State University

Job Specification

Job Title: Custodian II

BCAT Code: 093X12
Pay Grade: G06  FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Provides custodial care for University buildings and facilities.

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, woodwork, windows, door panels, and sills.
- Sweeps, vacuums, dust mops, wet mops, scrubs, strips, restores, buffs, and waxes floors.
- Sets up chairs, tables and other equipment in classrooms, meeting rooms and public areas as required.
- Compiles supply requests; obtains supplies from the warehouse; delivers custodial supplies and equipment to campus buildings; restocks supply cabinets, closets, and restrooms.
- Handles emergency clean-ups.
- Serves as a lead person on cleaning assignments.
- May assist in training the Custodian I on cleaning methods and procedures.
- 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.
- Knowledge of custodial service practices, techniques, and procedures.
- Knowledge of the Georgia State University (GSU) campus, buildings and facilities.
- 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 and at least one year of related experience in an institutional, industrial or commercial setting. 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.

Office of Human Resources
Classification Section