



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Gadsden Campuses

Created on: 3/19/2025
Revised on: 3/19/2025

Job Title	Salary Schedule	Grade	Job No.
Custodial Employee	E5	06	SS9631
Reports To	FLSA Status	Grant Funded	Tenure Track
Custodial Crew Leader	Non Exempt	No	Yes

JOB SUMMARY: The Custodial Employee is responsible for maintaining the cleanliness and overall upkeep of institutional buildings and premises. This role includes performing routine cleaning tasks, ensuring proper use of cleaning materials and equipment, and maintaining a safe and sanitary environment. The position requires physical stamina, attention to detail, and adherence to established cleaning procedures. Work is performed under direct supervision or follows a structured routine to support the overall maintenance of the institution's facilities.

QUALIFICATIONS:

- ◆ Graduation from high school or GED certificate *preferred*
- ◆ One (1) year of experience in janitorial work or related work *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of materials, methods, and equipment used in janitorial work
- ◆ Ability to understand and follow oral and written instructions
- ◆ Sufficient physical strength to perform a variety of routine manual tasks in the cleaning of buildings and equipment; ability to lift 50 pounds from the ground; ability to lift arms above the head
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

DUTIES:

- ◆ Scrubs, mops, waxes, and polishes floors; dusts and polishes furniture; washes windows, woodwork, toilets, washrooms, and fixtures
- ◆ Maintains stockroom for storing equipment and cleaning materials
- ◆ Directs persons to and answers inquiries about the location of buildings and properties; carries messages, and runs errands
- ◆ Complies with all policies of the Alabama Community College System and the College
- ◆ Performs related work as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of

specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Frequent standing, walking, bending, and reaching; ability to navigate stairs and ladders
- ◆ **Manual Dexterity:** Regular use of cleaning tools, equipment, and supplies
- ◆ **Lifting:** Ability to lift and carry materials and equipment weighing up to 50 pounds
- ◆ **Communication:** Ability to understand and follow oral and written instructions

Work Environment:

- ◆ **Setting:** Institutional building environment, including classrooms, offices, restrooms, and common areas
- ◆ **Travel:** Minimal travel required; may occasionally transport equipment or supplies within campus facilities
- ◆ **Schedule:** Work may include early mornings, evenings, weekends, or holidays as needed
- ◆ **Interaction:** Regular interaction with faculty, staff, students, and visitors to maintain a clean and welcoming environment

Reviewed by:

Employee Name:

Employee Signature

Date