



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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**Cynthia W. Burton**  
Executive Director

July 23, 2024

## **JOB ANNOUNCEMENT**

**Title:** Building Custodian

**Location:** Tuscaloosa – Administrative Offices

**Employment Classification:** Regular, Part-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Pay rate beginning at \$14.43 + per hour depending on experience. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 469-1015 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**DEADLINE to apply:** Thursday, September 5, 2024, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

**Community Service Programs of West Alabama, Inc.**

**Job Description**

**Job Title:** Building Custodian

**Division/Department:** Property Management

**Reporting Relationship:** Property Manager

**Classification Status:** Regular Part-Time, Non-Exempt, Non-Safety-Sensitive

**Grade/Salary:** Grade X- Level 1- 12; Pay Rate beginning at \$14.43 + per hour depending on experience.

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### Summary of Duties and Responsibilities

The Building Custodian position is responsible for the cleanliness of all the CSP Administrative offices and grounds on Black Bears Way.

**Essential Functions:**

- Vacuum offices, hallways, and lobbies daily.
- Empty all wastebaskets and transport trash and waste to dumpster daily.
- Clean sinks, vanities, toilets and floors in all restrooms daily.
- Dust office furniture and equipment in common areas daily.
- Clean glass partitions, interior windows and glass door in administrative buildings daily.
- Sanitize phones and doorknobs.
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaner.
- Sweep, mop, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing and waxing machines as needed.
- Keep storage areas well stocked, clean, and tidy.
- Remove debris from parking lots, sidewalks and areas around buildings.
- Assignments as given, either orally or in writing, by the supervisor.
- Work safely and utilize required protective equipment.
- Change light bulbs when needed.
- Recognize and report maintenance issues.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- At least two years of experience in performing janitorial duties.
- Must have good oral and written communication skills in order to exchange information.

**Certificates, Licenses, Registrations:**

- None.

**Language Skills:**

- Ability to read use instructions and safety information for chemicals and cleaning materials.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to work in a constant state of alertness.
- Must be reliable, punctual, and trustworthy.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and customers.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to operate an alarm system.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to stand, walk, talk, and hear. Work involved consists of much standing and does require some outside work. Also requires walking inside buildings as well as short distances between buildings. Use of hands to handle and control cleaning devices is necessary. Considerable use of arms and legs, such as lifting, balancing, walking, stooping, and handling of materials is necessary. Work requires repetitive motion of the hand and arm. Some kneeling and/or crouching may be necessary.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate general cleaning equipment.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.**

REV. 06/03/2011

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

*Reviewed by Board of Directors 03.15.2018*

*Reviewed by Board of Directors 01.17.2019*

*Reviewed by Board of Directors 3.19.2020*

*Reviewed by Board of Directors 3.18.2021*

*Reviewed by Board of Directors 01.19.2023*