

# Housekeeper 2

(Capitol Hill)

## OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

### Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Unit:** Custodial Services

**Hiring Salary:** \$29,000

**Location:** Atlanta, GA

**Opens:** November 18, 2022

**Closes:** January 18, 2023

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

### TO APPLY:

Email **resume** in Microsoft Word or PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email: **Housekeeper2**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

### Position Overview

**GBA Overview:** In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 5% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and childcare flexible spending accounts.

**Job Summary:** Under general supervision and according to established procedures, the Housekeeper 2 performs repetitive cleaning tasks in maintaining assigned area in an orderly and sanitary condition. The Housekeeper 2 also performs other job-related duties as assigned.

**Minimum Qualifications:** One (1) year of experience in related area of assignment; **OR** One (1) year of experience at the lower-level Housekeeper (FES040) or position equivalent.

**Note: Must be able to obtain International Sanitary Supply Association (ISSA) Cleaning Management Institute (CMI) Custodial Technician Training (CTT) Basic Certification within one (1) year of employment.**

**Preferred Qualifications (Agency Specific):** Preference will be given to applicants, who in addition to meeting the minimum requirements, possess one (1) or more of the following:

- One (1) year experience in floor care (carpet or hard floor care)
- Familiarity using work order systems and technology

**Competencies:** Knowledge of various cleaning techniques. Working knowledge of housekeeping procedures. Working ability to follow oral/written instruction. Ability to organize workload efficiently. Ability to move materials up to forty (40) pounds.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gba.ga.gov](http://www.gba.ga.gov) for additional GBA career opportunities.