



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
EXTERNAL**

**CLASSIFICATION TITLE: COLLEY SENIOR CENTER AIDE/CUSTODIAN**

FLSA DESIGNATION: NONEXEMPT, CLASSIFIED

OPENING DATE: 9/13/23

CLOSING DATE: 9/19/23

SKILL LEVEL: Skill Level 6.1

**SUMMARY DESCRIPTION:**

Under general direction, performs a variety of duties and responsibilities in support of Colley Senior center activities ensuring a clean and sanitary work area. Cleans and performs basic maintenance for the Colley Senior Center, which includes but not limited to custodial/secretarial duties.

**REPRESENTATIVE DUTIES:** Under the Direction of the Colley Senior Center Director:  
*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs custodial services and basic maintenance of the Colley Senior Center.
2. Operate a variety of custodial equipment, including high and low speed floor buffers, carpet cleaners. And vacuums: monitors equipment for preventative maintenance.
3. Empty and clean trash receptacles: sweep and scrub building floors: vacuum traffic areas: spot clean and shampoo carpet.
4. Dust and clean office furniture: clean upholstery, sofas and chairs as needed.
5. Clean interior and exterior windows and class doors: disinfect and clean bathroom, kitchen and break areas.
6. Inventories and orders janitorial supplies, as well as replacing burned out light bulbs.
7. Assist with answering the phone/ reception area.
8. Position tables and chairs for classroom activities.
9. Place/record daily door attendance sheets.
10. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- Ability to use judgment to assess situations, take appropriate actions by evaluating individual circumstances and prioritize conflicting needs.
- Ability to work independently in the absence of supervision.
- Ability to read and comprehend maps, schedules and route information.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Ability and willingness to maintain a courteous, professional approach when handling the public and problems that arise.
- Ability to work effectively with co-workers at all levels of the organization, people affiliated with other organizations, and with the general public.
- Knowledge of basic methods, materials, equipment and tools in custodial work and maintenance.
- Knowledge of safe work practices.
- Knowledge of safe use and storage of cleaning chemicals.
- Ability to perform a variety of custodial tasks.
- Ability to operate power and manual janitorial equipment.
- Ability to interpret written instructions and warning label on cleaning chemicals.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. High School diploma or equivalent GED.
2. Must have a valid Alabama Driver's License a good driving record.
3. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Subsequent to job offer, position subject to satisfactory background check.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position.

<b>Essential Physical Abilities</b>
Physical ability to perform essential job functions including but not limited to, sitting for an extended period of time, standing, walking, stooping/bending, pushing/pulling (approximately 50 lbs.) lifting (approximately 30 lbs.), and climbing (stairs).
<b>Supervisory Control</b>
The Center Director assigns work in terms of general instructions. The Supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and

procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific but may require some interpretation in application.
<b>Complexity</b>
The work consists of transit related duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
<b>Scope &amp; Effect</b>
The purpose of this to provide custodial support to the Colley Senior Center. Success in this position results in greater effectiveness of the Nutrition Center's processes and services.
<b>Personal Contacts</b>
Contacts are typically with clients, employees, co-workers, support agencies, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or exchange information, resolve problems, and provide services.
<b>Work Environment</b>
The work is typically from site to site and in an indoor facility.
<b>Supervision Exercised</b>
None.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy  
Department of Human Resources  
Troy, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

*The City of Troy is an Equal Opportunity Employer.*