

**Custodial Manager I – Class Code 8021 – Salary Group A12**  
**\$37,000 to \$43,000 per year**

**Salary Range -**

**State Paid Health Insurance, Optional Life Insurance/Dental and Disability, State Retirement Plan and Optional 401k/457 plan**

### **GENERAL DESCRIPTION**

Perform custodial work for state offices. Work under moderate supervision, with limited latitude for initiative and independent judgment. Ability to work alone and in a team. Awareness of health and safety procedures. Must be able to maintain confidentiality of sensitive and high profile government information. Reading skills for following instructions with cleaning products and equipment required. Ability to use basic cleaning equipment. Must be able to manage time efficiently and have the ability to lift at least 25 pounds. Hours: 5 am to 1 pm - Monday – Friday; Can vary upon request for special meetings, events or other.

### **EXAMPLES OF WORK PERFORMED**

General cleaning of offices in a state building and keep maintained and in good clean condition

Vacuum, sweep, and mop floors including treatment of wood flooring, clean up spills

Clean toilets, sinks and floors in restrooms, stock with paper goods

Collect and dispose of trash

Make coffee and maintain cleanliness in kitchen areas, clean inside refrigerators/microwaves on a routine basis

Clean inside office windows as needed

Clean balcony sliding glass doors inside and out as needed

Dust items on shelves in offices

Set-up areas for meetings

Shred confidential documents daily

Manage stock of cleaning supplies and notify purchaser when items are needed

Other duties as assigned

### **GENERAL QUALIFICATION GUIDELINES**

Experience in custodial work. Knowledge of cleaning techniques and procedures. Skilled in the use of custodial materials and chemicals and in the operation of custodial equipment. Graduation from a standard high school or GED is generally preferred. Experience and education may be substituted for one another. Will require background check.

To Apply: Complete State of Texas Application and send to P. O. Box 12248, Austin, TX 78711 Attn: Jan Evans or via electronic mail to [jan.evans@txcourts.gov](mailto:jan.evans@txcourts.gov) . No Phone Calls Please

Note: A State of Texas application can be found at:

<https://twc.texas.gov/jobseekers/state-texas-application-employment>.

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