



# GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

## Job Vacancy Announcement # 26-03035

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 03/12/2026

DEADLINE: 04/10/2026

(The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Housekeeping Supervisor**

Full-Time

Part-Time

Starting Salary Range: \$36,622.64 - \$39,728.00 annual (\$3,051.88 - \$3,310.66 per month)

**Description of Duties & Responsibilities:** Under general supervision, performs supervisory housekeeping and general cleaning work. Plans, develops, schedules, and implements housekeeping services at the Training Center to ensure a clean and sanitary facility. Identifies and prioritizes work through daily inspections, work orders and unscheduled sanitation issues; ensures work assignments are timely completed within state, federal and agency guidelines; reviews completed work for quality control; initiates general work orders for facilities maintenance; trains assigned staff and inmate labor in the proper and safe use of equipment, supplies and chemicals; oversees the usage of supplies and equipment to ensure proper usage and efficiency; and performs housekeeping tasks as needed. This position is responsible for the supervision of two subordinate housekeeping personnel, state inmate workers and other staff. **Essential Functions** require prolonged standing and walking, and the ability to lift or move up to 50-70 pounds of equipment or supplies.

**Minimum Qualifications:** High school diploma or general equivalency diploma (GED). Three years progressive housekeeping experience in a school, university, lodging, housing, or similar institutional program with a minimum one (1) year in a supervisory capacity.

- Must possess excellent organizational and time management skills.
- Must possess exceptional customer service skills with the ability to deal tactfully with staff and public.
- Must have effective written and verbal communication skills.
- Willingness to work on holidays and/or weekends as workload requires.
- Must have the ability to assign and supervise the work of state inmate workers.

**To Apply:** Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to [employment@gpstc.org](mailto:employment@gpstc.org) OR fax to (478) 993-4407 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

**Application Requirements:**

**Internal Candidates:**

- “Application for Another Position” form.
- Resume (Provide summary description of duties performed in past/current employment).

**External Candidates:**

- State of Georgia Application for Employment (completed & signed).
- Resume (summary of duties performed in current/past employment.)
- Copy of DD214 (as applicable)

**Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.**

*GPSTC is an Equal Opportunity Employer.*

**Other Remarks:** Selected candidate subject to criminal records background and drug screening clearance. This position requires a physical presence on campus and is not conducive of telecommuting or remote work.