



JOB DESCRIPTION

Title: Custodian/Work Leader

FLSA Status: ☐ Exempt ☒ Non-Exempt

☐ Non-Exempt - Part-time

Job Summary:

Provide direction and oversight to a small group of custodians or contract cleaning personnel and actively participate in a variety of activities to ensure that building environments are clean, hygienic, neat, and safe for staff and visitors, following established procedures and receiving direction from Director of Facilities Services

Specific Leadership/Oversight Responsibilities:

- Provide leadership to a small group of custodians by assigning and overseeing custodial activities during a specific scheduled work period, which may include weekends or overtime periods when necessary
- Ensure that specified contract cleaning services are completed appropriately and according to agreement by assessing the timely presence of sufficient manpower, performing sight inspections of designated areas, and advising the Director of Facilities Services of deficiencies
- Assist with the development of an effective team of custodial personnel by instructing employees in the proper methods and use of cleaning materials and equipment and providing corrective guidance and assistance when necessary to meet performance standards
- Provide coverage and continuity of custodial services outside of scheduled work period or assignment when necessary during personnel absences or emergencies by performing custodial duties in areas without custodial support
- Secure buildings and offices at the end of workday, including locking buildings and offices, double checking to ensure that assigned areas are secured and notifying proper authorities when security is breached or in jeopardy
- Periodically inventory equipment and supplies to ensure sufficient cleaning and maintenance equipment and supplies for custodial personnel and contractors

Specific Custodial Responsibilities:

- Perform routine cleaning as scheduled or necessary, including, but not limited to, surface hand dusting, sweeping, vacuuming, mopping, cleaning and disinfecting restrooms and washing windows
- Perform additional regular inspections of high traffic areas and do spot cleaning as required
- Perform additional regular inspections of restrooms, do spot cleaning and re-stock materials such as soap, toilet paper and hand towels as required
- Respond to requests from staff or visitors for emergency cleaning
- Strip and wax floors according to floor maintenance schedule
- Empty trash containers on a regular basis
- Put up signs to signal wet floors during cleaning or to alert staff or visitors of unsafe conditions
- Document and report damage to buildings or equipment and report required repairs or maintenance needs observed in the course of regularly scheduled responsibilities to Director of Facilities Services
- Document and report contact with or observation of hazardous materials to the Director of Facilities Services
- Recommend appropriate cleaning, disinfecting, and sanitizing materials and products
- Maintain proper cleaning logs to document areas of the building that have been cleaned
- Clear snow, ice, and debris from building entranceways
- Assist with set up and cleaning in preparation for campus events and cleaning and tear down following campus events
- Assist Grounds or Maintenance as needed
- Other duties as assigned

Supervision Exercised:

Supervise specified shift custodial employees, oversee the work of contract personnel assigned to that shift and may assign and oversee work of work-study students or special event volunteers

Supervision Received (title of supervisor):

Director of Facilities Services

Minimum Qualifications:

High School Diploma or equivalent

At least one year of custodial supervisory/foreperson experience plus one year of custodial experience or five years of custodial experience

Additional Preferred Qualifications:

Training or specific experience in stripping and waxing floors, using power stripper

Knowledge of how to do minor maintenance and repairs, such as painting, changing light bulbs plunging toilets, replacing light switches and electrical outlets, doorknobs, faucets and repairing flushometers

Physical Requirements:

Must be able to spend up to 8 hours standing, sitting, bending, twisting, or turning, using arms or hands to reach, handle, and manipulate objects or equipment

Must be able to climb up and down ladders, scaffolds, and other climbing devices

Must be able to lift items weighing up to 50 pounds and shared lifting of items up to 100 pounds

Unusual or Disagreeable Working Conditions:

May have to work in extreme heat or cold, dirty, snowy, icy, or wet conditions