

Custodial Group Leader

Skill Level: 4

FLSA Status: Non-exempt

IPEDS: 705

Job Purpose: Work performed in supervising a group of custodians in cleaning activities and performing related work as required.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Supervises custodians in sweeping, mopping, waxing, dusting, and general custodial duties

Inspects work for meeting cleaning standards and service requirements.

Delivers and directs the use and maintenance of cleaning equipment and supplies such as towels, tissue and soap.

Schedules, assigns duties, and conducts training programs for new personnel.

Coordinates set-up and cleaning activities for upcoming events such as workshops, and concerts.

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Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Incumbents may provide backup to various functions within the unit.

May be required to perform related clerical tasks as assigned

Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High School diploma or GED. Progressively responsible experience in custodial work.

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Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the principles and methods of supervision.
Knowledge of cleaning methods and procedures.
Knowledge of applicable Material Safety Data Sheets
Knowledge of the care and maintenance of equipment used in custodial work
Ability to evaluate situations and make decisions.
Ability to plan and direct the work of others.
Ability to follow instructions.
Ability to express ideas clearly and concisely.
Ability to train new personnel and coordinate the efforts of a work crew.
Ability to establish and maintain an effective working relationship with other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	4	422212121

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.