

Custodian Lead Worker

Skill Level: 3

FLSA Status: Non-exempt

IPEDS: 710

Job Purpose: Work performed in cleaning and maintaining assigned areas, supervising other custodians as necessary,

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

May lead and supervise a crew performing custodial and related work.
Supervises a crew performing custodial work or related projects.
Sweeps, mops, and buffs stairs, corridors and floors.
Vacuums carpets.
Washes windows, polishes furniture, and cleans woodwork.
Picks up paper and debris on ground.
Empties trash cans and cleans containers.
Makes minor repairs to building.
May set up and take down chairs, tables and equipment for special events.
Cleans bathroom walls, floors and fixtures and replenishes bathroom supplies.
Assists in training new employees.

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:

Successful completion of the eighth grade. Experience in related work.

.Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of cleaning methods, procedures and equipment
Knowledge of and ability to understand Material Safety Data Sheets
Knowledge of the material and equipment used in custodial and minor maintenance work.
Ability to supervise and inspect the work of subordinates.
Ability to carry out simple instructions.
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	3	132222113

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.