CLASSIFICATION SERIES:
Custodial Work Occupation

CLASSIFICATION CODE/PAY GRADE:
42115/15

BARGAINING UNIT:
ACE

Custodial Work Supervisor*

SERIES PURPOSE: The purpose of the Custodial Work occupation is to maintain a clean environment in which employees may work and clients may live.

CLASS CONCEPT: The class works under direction and requires considerable knowledge of custodial procedures in order to provide work direction over contracted and student employees. Incumbents at the Supervisor level oversee and monitor the custodial program and serve as lead worker over contracted and student employees by providing work direction.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides work direction over contracted and student employees performing custodial duties (e.g., cleaning offices, lobbies, living and dining areas, cabins and/or rest rooms) inspects areas for cleanliness.

Assigns work orders in verbal and written form; completes and submits reports (e.g., monthly activity; inspection; safety data sheets); maintains files; attends workshops, seminars, in-service training and meetings; makes recommendations related to department; operates personal computer to enter and retrieves data

Reports major repairs and hazardous conditions to appropriate personnel; ensures staff complies with established infection control policies and procedures; resolves complaints; receives calls from University staff regarding custodial issues/needs.

Operates computer; works in other areas as needed and during special events; provides assistance to public (e.g., answers questions; gives directions).

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Effective 02/16/2020
Knowledge of cleaning practices and procedures; supervisory principles/techniques*; inventory control*.

Skill in: operation of personal computer.

Ability to: deal with problems involving few variables within familiar context; read, copy, and record figures; stand, walk, or bend continuously.

(*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; three (3) years’ experience in cleaning practices and procedures. Valid driver’s license.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** Valid Driver’s license.

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

**MEDIUM:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Exposed to chemicals in cleaning products; may work evenings; may be exposed to unpleasant weather conditions.

*Is not responsible for hiring, discipline or evaluation of others; does not have effective recommendation in making decisions.*