



Position Title:	Head Custodian		
Reports To:	Campus Services Supervisor		
Department:	Campus Services	Job Code:	4203-00E
Prepared By/Date:	Carol Flynn/05-2006	Job Group:	SNE
Approved By/Date:	Martha Garrity/05-2006	Salary Grade:	9
Revised:	Jennifer C. Brito/4-30-2009	FLSA Status:	Non-Exempt

Summary:

Provides and supervises custodial activities in the maintenance of building facilities. Assigns, schedules, and supervises a medium to large group of custodians in cleaning and maintaining buildings and for keeping and issuing custodial supplies and equipment.

Essential Duties and Responsibilities:

- Supervises and inspects work done by custodial crews; reviews problems with supervisor; issues work assignments.
- Inspects building, reports findings to superior.
- Supervises and participates in routine clerical work; answers telephone; writes orders; makes out daily work schedules.
- Instructs new employees in cleaning work and operation of equipment.
- Tests cleaning supplies; checks and makes minor repairs to equipment.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, implements and devices used in cleaning buildings areas.
- Knowledge of the operation and care of vacuum cleaners, scrubbing machines and general housekeeping equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to follow oral and written instructions.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to plan and schedule a daily work program in order to cover the work of absent employees.
- Ability to plan, supervise and inspect the custodial work of subordinates in a manner conducive to full performance and high morale.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate to

loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 60 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent and two (2) years of related custodial experience or training; or equivalent combination of education and experience.
- Must be able to work a flexible schedule that may include evenings and weekends.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name