



**Position Title:** Part-Time Lead Custodian

**Job Code:** 8307-00E

**Reports To:** Shift Supervisor

**Grade:** CH

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Lead Custodian performs moderately heavy manual work and janitorial service for the maintenance of building facilities.

**Duties & Responsibilities:**

- May act as a lead worker and supervise two or more part-time Custodians
- Performs and supervises daily cleaning procedures in accordance with assigned work areas
- Records work completed on Area Assignment Checklist
- Maintains Custodial Services warehouse in a clean and neat manner
- Provides supplies to employees as needed
- Maintains log sheet for supplies, and equipment sign-out log
- Supplies Custodial Services janitor closets with supplies at designated par levels
- Performs other duties as assigned

**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:**

- Less than high school education and one month related experience or training; or equivalent combination of education and experience.
- Must be able to lift up to 75 lbs
- Must have basic communication skills in English
- Must be a neat and organized individual, to maintain warehouse in same manner
- Capable of standing, walking, squatting, bending, kneeling, and reaching continuously throughout shift
- Capable of pushing/pulling a maid cart/trash cart up to 100 lbs. on concrete, tile and carpeted floors frequently
- Capable of pushing/pulling furniture 25 to 100 lbs occasionally
- Ability to communicate well with others required
- Must be able to work weekends, holidays, and evening hours as needed per area assignment

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name