

JOB TITLE: Lead Custodian

DEPARTMENT: Facilities and Grounds

LOCATION: Union Campus

REPORTS TO: Custodial Supervisor

FLSA: Non-Exempt

LEVEL: 104

DATE: 09/10/12

POSITION SUMMARY: Provide leadership and guidance to custodial workers on the assigned shift in addition to performing regular custodial duties, set up and project work.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of high school/GED; one year of related custodial experience; two years of supervisory experience; must possess a valid driver's license.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Complete task logs and conduct weekly inventory of supplies.
- Meet with Custodial Supervisor to review daily work orders, special events, and discuss upcoming events with custodial needs.
- Process work orders for facilities usage.
- Check facilities requests each day to plan and schedule custodial work for set-up and project work in certain areas. Project work includes top scrubbing and waxing tile and concrete floors; extracting carpets; spray buffing; spot cleaning carpet; top scrubbing quarry tile; shower scrubbing and restrooms.
- Arrange and move furniture, tables, chairs, desks, file cabinets in and out of offices, classrooms, off campus storage.
- Assist with special events by setting up and tearing down.
- Assist in training custodial staff in proper use of custodial equipment, chemicals, and cleaning procedures.
- Ensure Material Safety Data Sheets (MSDS) are updated and followed.
- Ensure that assignments are completed in a safe, proper, and timely manner and oversee and support assigned custodians in the performance of their assignments.
- Provide direction and up-to-date communication to employees.
- Assist with snow removal.
- Wear proper protective equipment while performing job duties (ie, goggles, helmet, back brace, knee pads).
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES:

College: Knowledge of college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to identify what information is needed by others for effective actions; ability to establish and maintain effective working relationships;

Department: Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; knowledge of chemicals usage; knowledge of MSDS guidelines; knowledge of Protective Personal Equipment; good oral and written communication skills; ability to understand instructions given orally and in writing; knowledge of cleaning equipment and procedures when cleaning different types of flooring; knowledge of campus layout; ability to perform job duties in a safe and efficient manner; use proper lifting techniques when moving furniture, tables, chairs, etc.

COMMUNICATION SKILLS: Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; maintain close communication with custodians, regarding concerns, assistance, or supplies needed; communicate using routine sentences; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers; use computers for data entry and/or handle, use hand-held power equipment and/or light machinery.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: The work environment described here is representative of those an employee encounters while performing the essential functions of this job; the employee is occasionally exposed to wet and/or humid conditions; chemical hazards; fumes; and dust; the employee regularly works indoors with movement throughout the assigned work location and with occasional exposure to outside weather conditions; The employee may be required to work weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; mobility to move from building to building, to lift, carry, push, and/or pull up to 15 lbs and occasionally up to 50 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURES: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6712. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*