



DATE ISSUED: 02/11
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Custodian Leader

JOB SUMMARY

Performs manual work involving the cleaning and care of buildings and facilities. Individuals in this position are expected to know and follow accepted custodial procedures associated with the job, to develop some understanding of other related jobs in the organization, and to act as a lead worker in a group of custodians. Responsibilities include the application of accepted cleaning methods and materials in the custodial maintenance of apartments, lounges, offices, bathrooms, classrooms and other areas requiring continuous physical activity. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Custodial Services

Supervises: Custodian I and Custodian II

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides leadership within a group of workers and serves as a liaison for communication between the custodial group and the supervisor.
- Cleans, sweeps and mops floors, hallways, and stairways.
- Cleans and dusts furniture, windows, fixtures and other features.
- Cleans and sanitizes rest rooms and replenishes supplies.
- Strips, waxes and polishes floors.
- Operates vacuum cleaners and buffers.
- Empties trash containers and cleans trash rooms.
- Shampoos carpets.
- Cleans outside windows on first floors.
- Changes A/C filters in dormitory buildings.
- Picks up recycled paper in buildings weekly.

- Picks up, washes, dries and delivers all cleaning rags and mops used by staff.
- Uses hi-speed buffer, automatic scrub machine, vacuum cleaner and water vacuum.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Instructs new employees on the use of materials, equipments and the procedures for assigned work.
- Inspects buildings for the completion of assigned work to accepted standards.
- Sets up for special events.
- Reports needed repairs and property damage.
- Assists movers.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years experience in general custodial work is required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Thorough knowledge of the methods, materials, and equipment used in assigned work.
- Ability to work a weekly on-call rotation for evening and weekend schedules and problems.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to operate essential office equipment that is necessary to perform the functions of this job.
- Ability to understand and follow general instructions.
- Ability to operate and use cleaning equipment.
- Ability to perform physically demanding work for extended periods of time.
- Ability to maintain simple records and make reports.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. Exposure to any number of elements but none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.