



Job Title: Lead Custodian

CLASSIFICATION DESCRIPTION

Department: Custodial Services

Pay Grade: 102

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position maintains an inventory of custodial supplies and equipment; trains new employees; inspects the work of custodians; performs pest control tasks, and participates in the cleaning of assigned facilities. Duties may include: monitoring the work of custodians; locking and unlocking doors; distributing and accounting for custodial supplies, materials and equipment; and performing the same duties of the assigned employees.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Monitors facilities for cleaning needs and projects; prioritizes and assigns work to assigned staff; monitors the performance of staff; trains staff on work methods and procedures; and performs related duties.
- Performs a variety of custodial maintenance duties including; replenishing paper supplies, towels, and soap; dusting; mopping, sweeping, and vacuuming floors; waxing and buffing floors; stripping floors; deep cleaning carpets; cleaning outside windows up to 3rd floor; pressure washing as needed; emptying trash; and/or performing related activities.
- Performs a variety of custodial sanitizing duties which includes: cleaning and disinfecting floors, windows, sinks, desks, tables, counters, shower areas, toilets, water fountains and other fixtures and performing related activities.
- Operates special equipment such as floor scrubber or power washer.
- Monitors and distributes available inventory of supplies, materials, and equipment; may account for supplies/orders.
- Locks and unlocks doors.
- Trains custodial crews; inspects work.
- Monitors work of custodial crew if supervisor is not on site.
- Prepares and maintains operational logs, records, and reports.
- May assist with storm clean-ups.
- May perform work at various campuses.
- Performs other duties as assigned.

Prepared: February 2023

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent plus FSPMA training; two (2) years of related work experience in custodial maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic cleaning techniques;
- Applicable equipment and tools;
- Applicable cleaning chemicals;
- Basic training principles; and
- Computers and related software applications.

Skills in:

- Cleaning and sanitizing facilities and equipment;
- Handling and applying applicable cleaning chemicals;
- Using applicable tools and equipment;
- Monitoring and replenishing inventory;
- Preparing records and logs;
- Training staff on routine work methods;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Identify, use, and safely store cleaning supplies/chemicals appropriately.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Driver's license depending on assigned area (s).

Accredited Cleaning Expert (ACE) desired.

Hard Floor Care (VCT) desired.

TOPGUN Customer Service Training desired.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>

Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. May travel to different sites.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.