

Job Title: OPS Lead Custodian

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

Position Summary:

Incumbents maintain an inventory of custodial supplies and equipment; train new employees; inspect the work of custodians; and participate in the cleaning of assigned facilities. Responsibilities may include monitoring the work of custodians; locking and unlocking doors; distributing and accounting for custodial supplies, materials and equipment; and performing the duties of the lower level.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Two years experience in custodial maintenance.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

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

Skills:

- Prioritizing and assigning work;

- 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;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- 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 forces constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Monitors facilities for cleaning needs and projects; prioritizes and assigns work to lower level staff; monitors the performance of lower level staff; trains staff on work methods and procedures; and performs related duties.	Daily 20%
2.	Performs a variety of custodial maintenance duties including; replenishing paper supplies, towels, and soap; dusting; mopping, sweeping, and vacuuming floors; emptying trash; and/or performing related activities.	Daily 30%

These duties are a representative sample; position assignments may vary.		Potential Frequency
3.	Performs a variety of custodial sanitizing duties which includes: cleaning and disinfecting floors, windows, sinks, counters, shower areas, toilets, water fountains and other fixtures and performing related activities.	Daily 30%
4.	Monitors and distributes available inventory of supplies, materials, and equipment.	Daily 10%
5.	Prepares and maintains operational logs, records, and reports.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

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