

9711

CUSTODIAN, LEAD

Nature of Work

Under general supervision at the full-performance level, organizes and directs and performs a variety of routine manual cleaning work necessary for the upkeep of state facilities, institutions, or buildings and is responsible for ensuring cleanliness and orderliness in an assigned area. Performs related work as required.

Examples of Work

- Plans and schedules staff assignments and cleaning services; may reassign staff to ensure work is performed according to schedule and that staff is fully utilized.
- Inspects assignments completed by custodians and observes work techniques to determine compliance with cleaning standards and to evaluate and verify employee performance.
- Determines materials, supplies and equipment needs; requisitions needed cleaning supplies and materials.
- Investigates complaints of unsatisfactory cleaning performance and takes corrective actions.
- Maintains inventory of supplies, materials and equipment; keeps time records for employees.
- Evaluates and makes recommendations for changes in cleaning methods and equipment as well as setting work performance standards to ensure an effective and efficient cleaning program.
- Inspects equipment for cleanliness and makes minor repairs as needed.
- May instruct custodians in proper cleaning methods and use of equipment, work regulations and safety practices.
- May perform routine manual cleaning services and other manual tasks.

Knowledge, Skills and Abilities

- Knowledge of cleaning methods, procedures and products.
- Knowledge of occupational hazards and related safety precautions.
- Ability to organize, direct and inspect the work of custodial staff to ensure an effective and efficient program.
- Ability to write required reports such as requisitions, work schedules and time sheets.
- Ability to analyze, evaluate and correct specific complaints of cleaning conditions.
- Ability to operate and use tools and equipment used in performing routine cleaning and minor maintenance tasks.
- Ability to give and follow oral and written instructions.
- Ability to determine supply and equipment needs.
- Ability to add, subtract, multiply and divide.

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CUSTODIAN, LEAD (CONT'D)

Minimum qualification

TRAINING No formal education required.

EXPERIENCE Three years of full-time or equivalent part-time paid experience in housekeeping or custodial work.

Established: 10/16/90
Revised: 12/1/91
Effective: 12/1/91