Head Custodian

Job Code 00007078

General Description
Responsible for providing a clean, safe and sanitized environment for students, faculty, staff and visitors of the University by performing direct and related duties as assigned to meet the needs of the University.

Examples of Duties
Perform all basic custodial duties.
Distribute work assignments.
Distribute and picks up keys.
Assist in performing employee evaluations.
Keep track of and enforces the attendance policy.
Perform inspections.
Train and/or participate in employee interviews.
Serve on-call duties.
Prepare daily logs, safety reports, inventory, employee inspections, timesheets/leave forms, supply requests, etc.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- basic mechanical concepts; procedures and standards for safety; characteristics of and techniques for using custodial equipment; cleaning procedures, hand tools, and methods; basic work processing, e-mail, and FME work system; conducting training sessions.

Skill in:
- establishing rapport with a variety of clients; interacting courteously with customers; working as team; effectively directing the work of others and motivating employees; mediating disputes; problem solving and decision making; prioritizing workload; evaluating the needs of the department.

Ability to:
- understand written job instructions; operate cleaning equipment, mix cleaners and follow department/University policy and procedures; review logs, time slips; complete supply request forms and time slips, personnel action forms, supply request forms, notes to customers, time sheets, work orders, equipment repair; perform basic math; filing.
**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**