

Job Description

Title: Custodian Lead 3rd Shift

CBA Position: KCSS

Department: Campus Operations

Reporting Manager: Custodial Manager

Direct Reports: No

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756-\$47,259

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Assist with the coordination of work for 3rd shift custodial staff; assist with training of new custodial employees; maintain inventory; assist with the normal administration of custodial duties to ensure a clean and safe work environment.

Supervisory Responsibilities: No

Minimum Qualifications/Basic Job Requirements:

- High school diploma or equivalent
- 3-5 years' experience providing custodial services
- Illinois Driver's License

Illustrative Examples of Essential Functions:

- Working with the Custodial Manager; lead and coordinate the 3rd shift custodial staff with daily work assignments.
- Ensure the 3rd shift custodial staff is trained, informed, and receive daily work assignments to ensure a safe and clean working environment.
- Maintain and provide that all materials and equipment are in proper working order; as well as ensure inventory of cleaning supplies and stock.
- Cleans and sanitizes restrooms and water fountains; replaces paper and soap supplies; removes trash.
- Dusts surfaces in classrooms, offices; hallways, foyers, locker rooms, kitchen and cafeteria; cleans areas around desktops and walls.
- Dry and wet mops floors; vacuums.
- Spot cleans interior windows, glass and mirrors.
- Empties recycle bins; cleans as needed.
- Strips and refinishes floors.
- Cleans chalkboards and whiteboards, trays and erasers.
- Verifies exterior doors locked; locks doors.
- Sets up tables and equipment for events or as requested.
- Reviews work orders to determine daily work assignments in coordination with direction from Custodial Manager.
- Maintain health and safety procedures based on information and recommendations made by Custodial Manager.

- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Understand and perform minor preventative maintenance actions.
- Understanding of basic cleaning equipment and processes.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Demonstrate clear and effective written and verbal communication skills
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use practical application of fractions, percentages, ratio and proportion measurement.
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds.
- Some work is to be performed outside. Noise levels can be loud. Shop conditions may expose position to fumes, noxious odors, gases and toxic or caustic chemicals.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014