

**CUSTODIAN II****NATURE OF WORK**

This is leadhand work in the custodial care of the University buildings and facilities.

Work involves leading, performing and inspecting cleaning and minor maintenance work performed on an assigned shift. Work also includes participating in custodial work on project and relief services as well as controlling and issuing supplies and equipment. A lead role is exercised over a number of subordinate employees engaged in custodial care and cleaning. General assignments are received from a superior who regularly inspects buildings and facilities.

**ILLUSTRATIVE EXAMPLES OF WORK**

Leads and participates in all custodial activities, including project and relief services, performed on an assigned shift; instructs new employees in their duties; demonstrates proper cleaning methods and use of equipment and products; rotates between shifts, as required.

Inspects assigned areas to check the work of custodial staff, as required.

Controls and issues supplies and equipment; maintains inventory of supplies and equipment.

Prepares reports on materials used and damages to structures and equipment.

Assists in the development of cleaning standards and procedures.

Ensures that safety precautions are employed by the work group.

Performs related work as required.

**REQUIREMENTS OF WORK**

Experience in general custodial work; graduation from high school; or any equivalent combination of experience and training which provides the following knowledges, abilities, and skills:

Knowledge of cleaning methods, materials, and equipment.

Knowledge of the operation and care of vacuum cleaners, strippers, buffing machines, mop wringers, mops, brushes, soaps, cleaning fluids, floor waxes, and other materials and equipment related to the care of buildings.

Ability to take the lead as a worker of the group and to work as directed.

Ability to instruct new employees in custodial work.

Ability to maintain a prescribed inventory of supplies and equipment.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain appropriate records and to make reports.

Ability to establish and maintain good working relations with faculty, staff and subordinates.

Skill in the use and demonstration of appropriate equipment and apparatus.

Physical strength sufficient to perform heavy custodial tasks.

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