



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Custodian Leader

### **JOB SUMMARY**

Performs manual work involving the cleaning and care of buildings and facilities. Individuals in this position are expected to know and follow accepted custodial procedures associated with the job, to develop some understanding of other related jobs in the organization, and to act as a lead worker in a group of custodians. Responsibilities include the application of accepted cleaning methods and materials in the custodial maintenance of apartments, lounges, offices, bathrooms, classrooms and other areas requiring continuous physical activity. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Supervisor, Custodial Services

*Supervises:* Custodian I and Custodian II

### **PRIMARY DUTIES - May include, but not limited to the following:**

Provides leadership within a group of workers and serves as a liaison for communication between the custodial group and the supervisor.

Cleans, sweeps and mops floors, hallways, and stairways.

Cleans and dusts furniture, windows, fixtures and other features.

Cleans and sanitizes rest rooms and replenishes supplies.

Strips, waxes and polishes floors.

Operates vacuum cleaners and buffers.

Empties trash containers and cleans trash rooms.

Shampoos carpets.

Cleans outside windows on first floors.

Changes A/C filters in dormitory buildings.

Picks up recycled paper in buildings weekly.

Picks up, washes, dries and delivers all cleaning rags and mops used by staff.  
Uses hi-speed buffer, automatic scrub machine, vacuum cleaner and water vacuum.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Instructs new employees on the use of materials, equipments and the procedures for assigned work.  
Inspects buildings for the completion of assigned work to accepted standards.  
Sets up for special events.  
Reports needed repairs and property damage.  
Assists movers.  
Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required.

### ***EXPERIENCE***

Three years of custodial service at Texas Woman's University.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Thorough knowledge of the methods, materials, and equipment used in assigned work.  
Ability to work a weekly on-call rotation for evening and weekend schedules and problems.  
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to establish and maintain effective work relationships with students, faculty, staff and the public.  
Ability to communicate effectively orally, by phone, in person and in writing.  
Ability to represent the department and University in a friendly, courteous and professional manner.  
Ability to operate essential office equipment that is necessary to perform the functions of this job.  
Ability to understand and follow general instructions.  
Ability to operate and use cleaning equipment.  
Ability to perform physically demanding work for extended periods of time.  
Ability to maintain simple records and make reports.

Ability to respond to emergency situations in a timely manner.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; stoop; kneel; squat; twist the body; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to distinguish the nature of objects by using the eye.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. Exposure to any number of elements but none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***