

POSITION DESCRIPTION
Support Personnel

POSITION TITLE: Lead Custodian **GRADE:** 2

ORGANIZATION UNIT: Buildings **REPORTS TO:** Director of Maintenance and Housekeeping **REVISION DATE:** 05/24/19

I. Narrative General Description

The Lead Custodian shall be responsible to the Director of Maintenance and Housekeeping for the custodial maintenance of the physical plant of the college and the supervision and evaluation of the night custodial staff.

II. Functional Responsibilities

- A. Supervise and evaluate the work of the night custodial staff.
- B. Work with Director, Maintenance Supervisor, Administration, and others to set and accomplish custodial objectives.
- C. Complete Custodial duties in all campus buildings.
 - a. Clean toilets, restroom stalls, showers, sinks, mirrors, windows, water fountains, door handles, light fixtures, refrigerators, furniture, trash cans, white boards, and cigarette urns using the correct cleaning procedures.
 - b. Sanitize items that people touch frequently.
 - c. Sweep and mop floors, including stairways and utility and mechanical closets.
 - d. Dust window sills, vents, blinds, smoke alarms, fire extinguishers, and ledges.
 - e. Remove cobwebs.
 - f. Vacuum and shampoo carpets.
 - g. Change light bulbs as needed.
 - h. Plunge clogged sinks and toilets.
 - i. Remove trash.
 - j. Remove debris from all entrances as needed.
 - k. Strip, wax, and burnish floors.
 - l. Unlock and secure buildings.
 - m. Be familiar with all fire and safety rules.
 - n. Be familiar with the fire alarm system to identify the trouble area.
 - o. Be familiar with the location of fire extinguishers.
 - p. Complete the daily log.
 - q. Maintain neat custodial closets, place order for needed supplies, and place dirty mops and cloths in the correct collection containers.
 - r. Assist with the summer projects to prepare for the fall semester, as well as other special projects throughout the year.

- D. Complete duties required of all the maintenance staff.
 - a. Guard the safety of their college issued keys.
 - b. Check college e-mail at least once a day.
 - c. Report needed maintenance repairs.
 - d. Assist with snow and ice removal as needed.
 - e. Assist with set-up and removal of chairs, tables, gym floor, risers, etc. for special events as needed.
 - f. Attend safety meetings and follow safety procedures.
 - g. Be on call twenty-four hours a day, seven days a week.
 - h. Help ensure that position description is kept current.
 - i. Cover college events outside of normal work schedule.
 - j. Other duties as assigned.

III. Supervises the Following Staff

- A. Night custodial staff.
- B. Work study students.
- C. Other staff as directed by the Director of Maintenance and Housekeeping.

IV. Required Knowledge, Skills, Personal Qualifications & Physical Requirements

- A. Must possess supervisory knowledge and skills.
- B. Must present a professional demeanor and appearance, and represent the college with a positive image.
- C. Must be able to meet and deal tactfully and courteously with fellow employees, the current students we serve and their parents, and visiting students being recruited and their parents.
- D. Must be flexible.
- E. Must be able to follow instructions.
- F. Must be able to lift and move up to 50 pounds.
- G. Must be able to work with others in a team environment.
- H. Must be able to work alone with minimum of supervision.
- I. Must have knowledge of custodial functions and equipment.
- J. Must be able to work in heat and cold.
- K. Must be able to maintain good attendance.
- L. Must have a valid driver's license with a clean driving record.
- M. Must live in the Coffeyville Community College tax district.

V. Required Experience

Three years of supervisory and custodial experience required.

VI. Required Educational Background

High school diploma or its equivalent, or comparable knowledge, skill, and mental development.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.