Title: Custodial Work Supervisor

Pay Scale Group: 91

Essential Function

Under general supervision from designated supervisor, serve as working supervisor of custodial workers to provide care and cleaning of buildings, furniture and fixtures.

Characteristic Duties

1. Supervise custodial workers in cleaning activities; inspects work.
2. Inspects buildings for health and safety hazards and reports need for maintenance and/or pest control.
3. Clean furniture, walls, windows, floors, fixtures and equipment.
4. Remove trash; remove snow and ice from walkways.
5. Make minor repairs to equipment and furniture.
6. May requisition, pick up and deliver supplies, maintains appropriate inventory records.
7. Perform related duties based on departmental need.

Unusual Working Conditions

• Extensive standing and walking; pushing and lifting of heavy equipment and furniture/furnishings. Considerable kneeling and crouching. May be exposed to travel between non-connecting buildings.

Minimum Qualifications

• Ability to count, read and write numbers; ability to read and understand warning signs; ability to lift materials weighing up to 70 pounds and be able to demonstrate full range of motion for reaching, bending and stooping; nine months experience in institutional or industrial cleaning. Some positions may require a valid driver's license with an acceptable driving record.

Last updated: February 2009