Title: Custodial Group Leader

Pay Scale Group: 04

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; inspect work.
2. Inspect buildings for health and safety hazards and report 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. May requisition, pick up and deliver supplies, maintain appropriate inventory records.
6. Make minor repair to equipment and furniture.
7. Perform related duties based on departmental need.

Unusual Working Conditions

- Extensive standing and walking; pushing, pulling and lifting of heavy equipment and furniture; furnishings. Considerable kneeling and crouching. 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 current valid driver’s with an acceptable driving record.