

BUILDING CUSTODIAN SUPERVISOR

GENERAL STATEMENT:

Responsible for keeping all buildings clean.

REPORTS TO:

Plant Operations Supervisor

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

Valid Texas driver's license.

EXPERIENCE:

Two (2) years experience as a custodian employed by a commercial cleaning company, school or other institutional facility that requires constant and thorough cleaning.

OTHER:

Knowledge and ability to operate manual and powered equipment to clean and maintain all types of flooring. Knowledge and ability to properly interpret chemical product labels and properly use chemical products.

DUTIES AND RESPONSIBILITIES:

- Must be able to take job related orders and delegate to other custodians and see that those duties have been completed.
- Must be able to train new employees.
- Maintain all types of flooring in a clean and luster condition on a daily basis.
- Maintain restrooms in a clean and sanitary condition on a daily basis.
- Operate all types of manual and powered equipment to clean and maintain all types of flooring without assistance.
- Possess the ability and willingness to lift a minimum of 35 pounds and carry this weight upstairs and possibly for a distance of up to 200 feet.
- Keep entire building in a clean and orderly fashion and other buildings when custodians are absent.
- Keep a clean and trash-free environment in areas immediately outside facilities assigned on a daily basis.
- Occasionally work with other trades.
- Other duties as assigned by the maintenance supervisor or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull thirty-five (35) pounds and carry for a distance of two hundred (200) feet and up a flight of stairs.
- Must be able to handle cleaning compounds and chemicals (no allergic sensitivity).
- Required to work evening, weekend, and holiday hours as needed.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 06/26/08 Revised: 07/08/08

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