



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

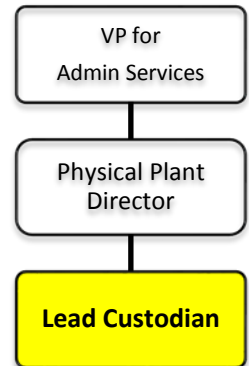
Job Title:	Lead Custodian	Classification:	Custodian Specialist
Department:	Administrative Services (Phys Plant)	Duration:	12 months
Primary Location:	Torrington, WY	FLSA Status:	Non-Exempt
Position Number:	1701	DBM/Level:	B22

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Lead Custodian is a full-time, 40 hours weekly, benefitted, position located at the College’s main campus assigned to work 1 July – 30 June annually. The Lead Custodian aids the Physical Plant Director to ensure assigned custodial work is accomplished successfully, timely, and correctly. The Lead Custodian helps train new employees, performs event set-up, and assists their supervisor with custodian performance goals and assessments. The Lead Custodian also performs normal custodial duties such as cleaning, dusting, mopping, vacuuming, sanitizing restrooms, etc...in an assigned area. The position’s normal workweek and hours are Monday through Friday, ‘Day Shift’ during the summer (approximately mid-May through mid-August) and a ‘Swing Shift’ (4:00 pm – 12 midnight) during the two semesters of the traditional academic school year.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Lead Custodian is supervised by the Physical Plant Director and receives annual performance evaluations after the conclusion of a one year Probationary Period. The second level supervisor is the Vice President for Administrative Services. The supervisory chain is depicted at right.



The Lead Custodian does not formally evaluate any EWC full or part-time employees. The position does supervise other Custodians, is the ‘Swing Shift’ supervisor during the school year, monitors assigned work flow, and does provide feedback and input to the custodians’ supervisor (Physical Plant Director) regarding their annual evaluations. Finally, the Lead Custodian may also supervise EWC-enrolled work study students.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- High School Diploma or HS Equivalency Certificate
- Two years full-time Custodian or Janitorial work experience
- Previous experience monitoring and supervising assigned work flow and task accomplishment
- Read, write, and speak English
- Professional demeanor, positive attitude, and team-player mindset
- Valid, state-issued Driver License

Preferred Qualifications:

- Three years full-time Custodian or Janitorial work experience
- Previous facilities maintenance work experience
- Formal supervision and direction of full-time custodian employees

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- General knowledge and understanding of custodial practices and procedures; basic cleaning techniques
- Knowledge of chemicals and chemical mixtures

- Knowledge of safe work practices
- Ability to think and work independently
- Skill to clean and sanitize offices, restrooms, hallways, and/or other building areas
- Safe and proper chemicals handling
- Use of applicable custodial equipment
- Monitor inventory levels and maintain accurate records; submit re-order when needed
- Communicate instructions and feedback effectively with diverse groups of individuals both verbally and in writing and follow and apply the same
- Interpersonal skills to interact with co-workers, supervisor, and the general public to sufficiently exchange or convey information and to receive work
- Skill and ability to organize work, supervisor work accomplishment, work flexible hours
- Ability to monitor employee work accomplishment
- Knowledge of methods to assign tasks and monitor multiple tasks simultaneously

Essential Functions/Duties: *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Ensure the safe and satisfactory completion of assigned custodial duties
- Monitor custodian work performance and direct corrections as needed
- Supervise completion of work assigned to custodial staff; direct work flow adjustments as needed
- Prepare facilities and equipment for special events; perform set-up and tear-down
- Train new Custodians on cleaning procedures and techniques and safe work practices
- Assist with Custodian annual evaluations; provide input to the Physical Plant Director on job performance and work assignments; help formulate employee and work center goals and objectives
- Perform custodial duties as assigned and needed; sweep, dust, mop, vacuum, sanitize restrooms and water fountains, empty trash, strip and refinish floors, and deep clean annually
- Perform all other duties as assigned of a similar nature or level

Physical & Mental Demands / Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- This position routinely involves stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions
- Very heavy work: Exerting in excess of 80 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects
- Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel
- Ability to read and understand written instructions / operating materials for safe and proper equipment and cleaning supplies use

