

Student Lead Worker-Custodial

Job Description

Purpose:

Student Lead Workers in the custodial area are to help in the supervision of Custodial Student Workers; they also help to perform tasks and assist regular staff in performance of cleaning duties and other assignments throughout campus. Tasks will not be limited to just supervision but also cleaning and other duties as assigned. Student Leads will also run work crews to perform project work as assigned. This is a working supervisor position.

Job Duties:

1. Student Leads are responsible for assisting regular staff in assigning work, keeping track of work performed and completed as well as making sure work is performed to a high standard that meets the deadlines and goals that have been set.
2. Assist in scheduling of student workers and to run project work crews to complete tasks (i.e. window washing crews, furniture moving).
3. Assist in keeping track of student worker absences, reporting all absences & tardiness as well as any job performance concerns to supervisor and or custodial team leader.
4. Cleaning duties as assigned including but not limited to: restrooms (toilets, sinks, walls, floors, refilling dispensers, showers, fixtures, etc), cleaning student resident rooms (moving & washing furniture, floors, walls, ceilings, fixtures), cleaning carpets, floor mopping/ buffing/ stripping/waxing, cleaning common areas (lounges, break areas, TV rooms etc), laundry (washing rags, mops or other items as needed), moving equipment and or supplies to various locations, washing windows inside and outside, removing trash & recycling to proper locations, vacuuming, mopping, changing light bulbs, cleaning offices, outside pick up of trash around buildings or other areas/duties as assigned. Must be able to sweep, shovel snow, and assist other departments as needed.
5. Provide excellent customer service to internal as well as external customers.
6. Write descriptions of work completed, worker performance concerns, and complete reports as needed.
7. Assist in completion of end of term and or end of summer student worker evaluations.

Knowledge, Skills and Abilities:

1. Must be able to bend over, squat, stoop, reach overhead, climb ladders and stairs, work in hot dusty conditions, work inside and or outside in all weather conditions, and lift a minimum of 50 lbs.
2. Standing and/or walking for long periods of time is required.
3. Must be dependable, reliable, honest, trustworthy and punctual as well as lead student workers by setting a positive example.
4. Self- starter who is able to take on responsibility for completion of projects as assigned.
5. Ability to follow oral and written instructions, complete and follow all safety training as required.
6. Ability to communicate effectively with fellow workers, supervisors and custodial staff as well as with all outside customers.
7. Demonstrate a willingness and ability to learn to learn new tasks and use of various custodial equipment.
8. Must wear closed toe shoes (no sandals or flip flops allowed), long hair should be secured to prevent possible injury when using equipment, and wear clothing appropriate to working and cleaning in a university environment (no short shorts, low cut tops, or anything else that could be deemed inappropriate or unsafe).
9. Follow all safety rules, as well as all department & campus rules and procedures.
10. Prior custodial experience preferred.