



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Lead Custodian</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Manager, Facilities Maintenance</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Housekeeping</u>	JOB CODE: 803	

DEFINITIONS:

Under general supervision, schedules, supervises and coordinates the activities of employees that clean and maintain County buildings, and performs cleaning tasks to maintain schedules and assist staff.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises employees in the Housekeeping Department; interviews and assists in the hiring of new employees; trains employees and provides instructions and “on-the-job” training to staff; inspects completed work for conformance to standards; resolves workers’ problems or refers matters to Supervisor; records employees’ hours worked on timecards or time sheets.

Cleans and polishes lighting fixtures, marble surfaces, and trim; cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas; sweeps, scrubs, waxes, and polishes hard floors; vacuums rugs, carpets, upholstered furniture and draperies; dusts furniture and equipment; polishes metalwork; washes walls, woodwork, windows, door panels, and sills; empties wastebaskets and cleans ashtrays.

Transports trash to waste disposal area; replenishes bathroom supplies and replaces light bulbs; removes debris from lawns, sidewalks, and parking areas.

Maintains custodial reports, time sheets, and inventories of supplies.

KNOWLEDGE AND SKILLS:

1. Good knowledge of cleaning processes and techniques.
2. Good knowledge of scheduling and supervisory approaches and techniques.
1. Good knowledge of Boone County Human Resources policies and procedures
2. Knowledge of safety rules governing the use of equipment and hazardous materials.
3. Skill in custodial cleaning techniques.
4. Skill in operating cleaning equipment and supplies.
5. Skill in organizing and scheduling work.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three years custodial and supervisory experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)