JOB DESCRIPTION

POSITION TITLE: CUSTODIAL GROUP LEADER

JOB CLASS: Staff
CLASSIFICATION: Full Time
SUPERVISORY: Yes
SUPERVISOR: Facilities Manager
LOCATION: DeLand
DEPARTMENT: Facilities Management

POSITION OVERVIEW:

Assists the custodial supervisor in overseeing personnel and activities involved in maintaining the University buildings in a clean, safe, sanitary, orderly and professional manner consistent with contemporary standards of good practice.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- High school education or GED with at least three years (3) custodial experience.
- Prior supervisory experience desired.
- Must possess and maintain a valid State of Florida driver’s license and an acceptable driving record.
- Knowledge and ability in directing the work efforts of others and establish and maintain effective working relationships.
- Considerable knowledge of housekeeping techniques required to provide clean and sanitary surroundings for building occupants.
- Knowledge of housekeeping materials, supplies and equipment which are necessary for the cleaning of buildings.
- Ability to organize, schedule and participate in routine and project cleaning and associated work.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities:

1. Responds to student and other user groups’ issues and concerns in a supportive, professional, timely and problem-solving manner.
2. Participates in total quality management training, maintains the skills necessary to utilize the TQM process, and participates on a quality improvement team as assigned.
3. Issues custodial assignments and schedules to shift personnel.
4. Implements predetermined work priorities and may rearrange schedules to accommodate changed conditions.
5. Recommends material, equipment and personnel needs to custodial supervisor for planning and budgeting purposes.
6. Performs periodic inspections of all building areas to insure that routine work and project tasks are being performed in a cost effective and safe manner.
7. Provides timely feedback to the supervisor, both orally and in writing, concerning activities of the work group.
8. Inventories supplies in custodial closets and delivers same as required.
9. Assists in the training of custodial employees.
10. Performs as a working crew member as necessary to accomplish required work activities.
11. Maintains an effective working relationship both inter and intra-departmentally.
12. Abides by and complies with, University policies and procedures.
13. Performs other related duties as directed by the supervisor.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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