

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: College-Wide Lead Custodian	Classification: Non-exempt	LOCATION: WMC Work Designation: OS
MANAGER/REPORTS TO: Campus Manager	OVERTIME ELIGIBLE: [] YES [X] NO	# OF DIRECT REPORTS:

GENERAL STATEMENT OF RESPONSIBILITIES:

To provide, in cooperation with the faculty and administration, a safe, attractive, comfortable, clean, and efficient environment for students to learn and develop.

ESSENTIAL FUNCTIONS:

Principal Duties of *College-Wide Lead Custodian*:

- Responsible for supervising Campus and Center custodians at all locations.
- Develop and implement standard custodial processes for Campuses and Centers to include disinfection processes for COVID-19 and other infectious diseases.
- Research current cleaning products, procedures, and best practices.
- Knowledge of the use and disposal of hazardous materials specific to cleaning compounds, solutions, and chemicals.
- Providing coaching and mentoring through training opportunities.
- Conduct periodic travel to Campus and Centers to train custodians, share information and promote communications.
- Update and maintain existing custodial handbook, including Safety Data Sheets (MSDS) for products/chemicals used.
- Basic principles of customer service.
- Basic principles of supervision.

Principal Duties for *Campus Custodian*:

- Report to campus manager or lead custodian, during their shift, who is responsible for custodial services at the campus.
- Clean and sanitize restrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean trash containers; refill restroom dispensers.
- Use and maintain assigned power equipment and hand tools; vacuums, floor buffing machines, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Custodian will keep custodial closets clean, stocked, and organized, and will provide a list of supplies needed to the Lead Custodian or Campus Manager.
- Lock and unlock assigned buildings: secure buildings when facilities are not in use, check for unlocked doors and windows; report any unauthorized occupants, and turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies, and tools on an incidental basis.

- Wash accessible interior and exterior windows. Clean blinds.
- Clean classrooms, restrooms, offices, storage areas, lounges, and all other assigned areas.
- Report safety hazards and the need for repairs.
- Shampoo carpets and buff floors.
- Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint)	Basic
Communication	Ability to communicate effectively with faculty, staff, and the supervisor. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Basic
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: physical dexterity to use a telephone, and housekeeping tools, critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions. Ability to lift 50 pounds, kneel, crawl, and climb ladders. Obtain a CPR Certification within 1 year of employment.	Basic

MINIMUM QUALIFICATIONS:

- Post-high school courses or training appropriate for the position.
- General understanding of cleaning procedures.

PREFERRED QUALIFICATIONS:

- Associate's degree

BENEFITS:**Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 15-20 Days of Annual Leave (Depending on Service Length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long Term Disability Insurance