

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Custodial Services Worker, Lead (CSTD)

I. JOB INFORMATION

Job Title: Custodial Services Worker, Lead (CSTD)

Job Class: 75056 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, performs various cleaning functions in accordance with standard techniques and procedures. Provides leadership to Custodial Services staff.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Provides work direction to employees and ensures the quality of custodial work performed. Provides leadership to employees regarding chemical and restroom supply inventory, equipment conditions and the custodial laundry. Advises supervisor as necessary.**
- **Assists the supervisor in the training of new employees in proper custodial methods and procedures.**
- **Performs all general cleaning duties in assigned areas within established guidelines to provide a clean, sanitary environment. Cleans entranceways, restrooms, lobbies, lounge areas, dining areas, classrooms, labs, conference and meeting areas, office areas and stairwells. Duties include trash removal--both recycling and waste, dust mops, sweeps and wet mops floors; vacuums and spot cleans carpets; cleans glass, whiteboards and chalk boards; replenishes chalk, markers and erasers; spot cleans walls, fixtures and ledges; dusts and damp wipes.**
- **Performs daily cleaning and sanitizing of restrooms, to include trash removal, cleaning of toilets, urinals, sinks, chrome fixtures, exposed plumbing pipes, door handles and kick plates, walls, partitions and mirrors. Replenishes restroom supplies.**
- **Operates various types of equipment used for floor care maintenance such as automatic scrubbers, floor machines, wet/dry vacuums, burnishers, vacuums, sweepers, pressure wash equipment and carpet extractors. Provides daily preventive equipment maintenance**
- **Dust mops, cleans and burnishes floors; strips, refinishes, scrubs and/or recoats floors; machine scrubs floors according to floor maintenance schedules. Moves and replaces furniture as needed.**
- **May be required to perform custodial duties to the immediate exterior of the entrance to assigned buildings.**

- Ensures that the use of chemicals and equipment is consistent with established safety standards and practices.
- May be required to plunge obstructed toilets. Reports the inability to clear obstructions to appropriate personnel.
- Moves and replaces furniture as needed.
- Orders and maintains supplies.
- Provides customers with material samples and recommendations on material choices to meet customer needs.
- Determines material costs and purchases materials for project completion.
- Coordinates with other workers as needed to complete custodial work within the overall scope of multi-trade projects.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of full-time related work experience as an educational, commercial, industrial or medical custodial worker with leadership skill is required. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.