Approved

STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

Position Title: Custodian Coordinator Must Work 15 hrs/wk.

1 Grade Level: 4-5

2a Description: The following are the essential duties for a Custodian Supervisor in the Campus Life Department:

a. Supervises and trains custodians in performing duties in facilities that are under the direction of the Campus Life Department, as well as areas directly outside those facilities
b. Takes initiative for seeing that the cleanliness of the building(s) is maintained and organizes and assigns cleaning tasks.
c. Checks the front desk reservation clipboard to find out what rooms need cleaning before use and inspects building(s) to see what jobs are to be done.
d. Arranges a custodial work schedule during regular school terms
e. Consults regularly with the Maintenance Supervisor regarding work needs and/or problems
f. Is available to custodians in an emergency and if problems arise, and assists with work completion as needed.
g. Periodically reviews building evaluations conducted by Facilities Management
h. Serves as member of the Campus Life Student Coordinator team
i. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position
a. Monitor the Alumni Building, Fairchild and Woods-Penn for cohesive functioning in all areas
b. Office duties when time permits

3 Learning Opportunities:
a. Labor meetings/training
b. Cross-training with other department teams
c. Participating in leadership workshops
d. Voluntarily participating in activities sponsored by this department

4 Basic Qualification
a. General: Custodial experience
b. Skill: Leadership skills
c. Physical: Good
d. Academic: Strong standing

5 Desirable Qualifications:
a. Ability to supervise peers
b. Self-motivated
c. Ability to give and receive constructive feedback
d. Flexible schedule

6 Narrative Summary:
A Custodial Supervisor should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.