

University of Houston – Clear Lake

Position Description

Job Title: **Custodial Shift Supervisor**

Job Code: **9913**

Pay Grade: **110**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	One to two years of college education.
Experience	Three to five years in a university, hospital, or hotel setting.	Six to ten years in a university, hospital, or hotel setting. Bilingual English/Spanish.
License/Certification	Texas driver's license.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Insures the execution of housekeeping services by providing supervision of the University of Houston-Clear Lake custodial staff in maintaining high levels of cleanliness, safety and sanitation in all campus facilities. Other duties as assigned.

Duties and responsibilities	% Time
Supervises and works with the day/night crews in the execution of routine housekeeping assignments.	30
Evaluates work areas for effectiveness of housekeeping and takes corrective measures for deficient work.	20
Responsible for daily housekeeping care of administrative offices and suites, classrooms, common areas, laboratories, and restrooms. Responsible for the daily care and inventory of the custodial office, breakroom, and custodial closet. Performs general clerical functions to include typing, email and filing. Implements and follows safety regulations. Initiates all accident reports and conducts investigation of accident causes. Responds to all accident reports and corrects any violations or conditions that may be potentially harmful to fatal to staff. Follows MSDS instructions. Must be able to lift, carry and push heavy loads, and safely use a ladder.	20
Trains all employees in housekeeping practices and on the proper use of all custodial equipment. Evaluates employee performance and takes appropriate personnel action to remedy remedial work or performance.	15
Prepares shift time sheets and records absences, arrivals, and departures, for processing through the physical plant payroll clerk. Computes required custodial support for special projects, assigns required personnel, and advises the Director of Grounds, Custodial Services. Prepares duty rosters and CT/OT schedules. Orders all custodial supplies to ensure that proper levels of mop heads, brooms, mop buckets, carts, etc. are available and validates the purchases made by stores.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.