

# University of Houston – Clear Lake

## Position Description

Job Title: **Custodial Supervisor**

Job Code: **9933**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma/GED or 15 years work experience.	One to two years of college education.
Experience	Three to five years custodial experience in a university, hospital, or commercial environment.	Six to ten years custodial experience in a university, hospital or commercial environment. Bilingual English/Spanish.
License/Certification	TX 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. Subject to appointment on the campus hurricane ride-out crew and weekend work. 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. Ensures all staff follows the safety regulations of FMC and the University. Initiates first report of injury reports, corrects any violations or conditions that may be potentially harmful or fatal to the staff. Must be able to lift, carry and push heavy loads, and safely use a ladder.	20
Prepares shift time sheets and records absences, arrivals and departures for processing through the FMC Office Supervisor.	10
Trains all employees in housekeeping practices and on the proper use of all custodial equipment. Evaluates employee performance and takes appropriate action to remedy remedial work or performance.	10
Coordinates custodial support and staffing for special projects, assigns required personnel and advised the Director of Grounds and Custodial Services. Orders custodial supplies to ensure that proper levels of equipment are in stock for daily use.	10

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