

University of Houston – Clear Lake

Position Description

Job Title: **Lead Custodian**

Job Code: **9910**

Pay Grade: **030**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Sufficient education to read, speak and understand oral and written English instructions	High school diploma or GED.
Experience	Three to five years custodial experience in a university, hospital, or commercial environment.	
License/Certification		

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

POSITION SUMMARY

Performs housekeeping services in University of Houston-Clear Lake facilities, to maintain a high level of cleanliness, safety, and sanitation. Oversees work and staff in assigned area to assure assignments are completed properly and resolves problems or brings them to the attention of the shift supervisor. Subject to appointment on the campus hurricane ride-out crew and weekend work. Other duties as assigned.

Duties and responsibilities	% Time
Cleans, dusts, mops, and vacuums campus offices and suites, classrooms, shops, laboratories, etc. Oversees work and staff in assigned area	20
Cleans restrooms, locker rooms, drinking fountains, glass mirrors, and replaces paper towels, toilet paper and soap	20
Strips, waxes, buffs floors by hand and with standard 18" to 20" buffing machines and burnishers. Operates vacuum cleaners, shampooers, buffers, window washers and similar equipment as needed. Uses germicides, soap, special cleaning compounds, polish etc., as required. Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, scrubs woodwork and doors, and washes down buildings entrances.	30
Empties waste baskets, smoking urns, ashtrays, etc. Disposes of trash, cleans and maintains custodial closets and equipment. Cleans, moves, and stores equipment and supplies. Reports needed repairs of equipment or buildings to the custodial supervisor by using the building maintenance repair check list. Supports and follows the departments safety regulations.	20
Cleans and polishes chrome, sink basins, dispenser machines, etc. Cleans chalkboards and chalk trays.	10

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