Class Code: 8776  
Work Schedule: M-F, Days/Evenings as Assigned  
Supervisor: Facilities Manager for Custodial Services  
Supervision Received: General Direction

Position Purpose
Supervise personnel performing cleaning and custodial tasks. Provide customer service responses for maintenance issues.

Description of Duties
- Supervise housekeeping and sanitation efforts
- Assign, schedule and inspect work of custodians and custodian leads
- Conduct frequent inspections of buildings to determine and report on custodial services accomplished and required
- Recommend the need for supplies, equipment and personnel to supervisor
- Participate in interviewing and selecting job applicants
- Train new employees; assign and schedule work; act upon leave requests
- Conduct annual performance evaluations. Identify and report employee performance problems; recommend disciplinary action
- Conduct regular training sessions for custodians and custodian leads, maintain Safety Bulletin Boards and assist in organizing and conducting safety training as required
- Initiate work orders to Physical Plant, overseeing repair efforts, and reporting problems and concerns to supervisor
- Maintain power-cleaning equipment in proper working order
- Identify and report facility problems to supervisor
- Maintain stock of custodial supplies; order supplies as necessary
- Maintain records and produce reports pertaining to the overall custodial operation
- Evaluate and report on the use of new products, methods and equipment
- Coordinate the cleaning, repair and service of rooms used for conferences
- Schedule employees for relief work, special projects and unscheduled work (e.g., spillages)
- May maintain time reports and leave records
- Report status of laundry machines
- Participate in Departmental committees as assigned
- Perform related duties as required

Minimum Qualifications
One year of experience as a custodian lead, or equivalent combination of education and experience

Conditions of Employment
- A satisfactory outcome from the employment verification and reference check processes.
- Possession of a valid State of Washington Driver’s License.