



JOB TITLE: Lead Custodian

JOB CODE: Hourly

Department Name: Facilities
Reports To: Custodial Manager
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 3, Per ESPA Agreement
Last Revised: June 2019

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Works as a liaison between the second and third shift custodial staff and the Custodial Manager. Coordinate major room setups, tracks inventory and orders supplies, contacts subs, and train custodians. Makes regular decisions based on staffing at any given time on work distribution. Maintains College premises in clean and orderly condition. Performs routine building custodial tasks.

ESSENTIAL JOB FUNCTIONS:

1. Acts as liaison between the Custodial Manager and both Custodial shifts. This position would help track inventory, order supplies, contact and coordinate sub custodians, and set up and conduct annual required training.
2. Assist the Custodial Manager in creating and maintaining a procedures guide book for custodial staff to reference for each building.
3. Cleans dust and debris resulting from day's activities; rearrange or set up rooms, tables and chairs as per instructions; notifies supervisor concerning the need for repairs.
4. Sweeps, vacuums and washes interior of rooms, hallways and office areas. Keep garbage containers empty of trash.
5. Maintains and cleans restrooms; keeps restrooms supplied with paper products and soaps.
6. Assists with building maintenance tasks such as painting, replacing light bulbs, etc. as assigned.
7. May be on call for emergency or weather related needs; may assist in snow removal activities.
8. Participate in training for bio-hazard clean up and assist in clean up's as requested.
9. Performs other duties as assigned.
10. Provides input into the development and implementation of departmental objectives, policies, procedures and standards; recommends changes to departmental procedures as necessary to improve the efficiency of the institution's facilities area goals and initiatives.
11. Supports and serves as a role model for our mission, vision, values, and customer service initiatives. Adheres to the organization's policies & procedures, and compliance guidelines. Ensures compliance with all federal and state regulations regarding any function of the facilities department.

12. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Ability to perform custodial duties and to work independently.
- Ability to lift 50 pounds.

Education, Certification, Licensure:

- High School Diploma or equivalent.
- Valid Michigan Driver's License.

Experience:

- Six months to one year related experience and training.
- Previous custodial experience desirable.
- Previous leadership experience preferred.

WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment.
- Proper PPE will be provided by the College in accordance MIOSHA standards.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent atmosphere without close direct supervision.
- The job requires continuous physical exertion, such as walking, standing, sitting, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 50 pounds).
- Some discomfort due to heat, dust and noise can occur.
- Typical work schedule is 3rd Shift 10:30pm – 7:00am with flexible or extended hours as approved by the Custodial Manager.
- Long irregular hours are occasionally required.
- On-call availability to handle department issues, emergency situations, etc. may occur.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____