JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Custodian / Housekeeper Lead

Job Code: 6888

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Independently provides custodial or housekeeping services to the campus facilities. Trains and supervises a team of housekeepers or custodians.

- Collects and disposes trash and waste products.
- Cleans, restocks supplies, and sanitizes rest rooms. Cleans offices and hallways by vacuuming, dusting, and polishing furniture and fixtures.
- Inspects, repairs, and maintains custodial equipment. Requisition department for supplies and distributes to custodians. Discusses replacement of equipment with supervisor.
- Responds to custodial emergencies such as spills, wet floors, and bodily fluid spills. Inspects the work of other custodians to ensure cleanup was completed correctly and in a timely manner.
- Uses appropriate chemicals for safe cleaning and sanitation.
- Ensures extra floor mats are placed in entryways and high pedestrian areas during inclement weather to prevent workplace accidents.
- Trains and supervises a team of housekeepers or custodians. Oversees and inspects facilities to ensure areas meet department specifications and established standards. Delegates tasks and assists supervisor with reprimanding employees. May recommend promotions and salary increases to supervisor.
- Performs various duties as needed to successfully the function of the position.

Minimum Qualifications

Education:

Required: None

Experience:

Required: 12 months custodial experience.

Certifications or Licenses:

- Valid Oklahoma driver's license required to drive university vehicles or ability to obtain within 30 days from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to accurately read and understand written materials and instructions
- Customer Service
- Ability to safely and accurately use assorted chemicals and cleaning appliances
- Ability to use tools or equipment in a manner requiring competence and previous training
- Basic math and computer skills

Working Conditions

Physical:
Lifting and carrying loads up to 100 lbs. Prolonged standing and walking. Excessive use of arms in a back and forth motion. Excessive stooping and bending.

Environmental:
Exposure to odors and disagreeable tasks or conditions. Exposure to hazardous chemicals. Occasional exposure to stressful situations. May require some weekend and/or overtime work. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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