

Custodial Coordinator



Position Description

Status

Full-Time, Nonexempt

Compensation

B21

Bargaining Unit

GELC - General Unit

Reports to

Deputy Facilities Director

Supervises

Janitors

Position Category

Specialist

Summary

This position will coordinate with the cleaning staff to assign work areas and ensure quality cleaning and timely response to identified needs. Reviews all custodial work and confirms that special work orders are completed and adequate coverage for all work areas is maintained. Performs all functions of the Janitor when necessary.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide administrative support by maintaining the work schedule and assigned areas for all cleaning staff.
2. Perform quality audits to ensure expectations are being met and work is conducted in a quality and efficient manner.
3. Coach and provide feedback to the cleaning staff following their audits.
4. Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
5. Sometimes using ladders, dusts and washes walls, cleans ceilings and dusts and polishes light fixtures. Washing windows inside and outside.
6. Moves cabinets, boxes, furniture, crates and equipment to clean areas. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
7. Empties wastebaskets and removes other debris.
8. Cleans and disinfects sinks, faucets, urinals, stools, showers and other fixtures in restrooms. Restocks all restrooms with towels, tissue and soap.
9. Performs minor repairs to mechanical equipment, plumbing and various other items.
10. Ensures proper use and storage of chemical cleaning products.
11. Conduct safety check to ensure all doors and windows are locked and building is secure before departure.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

Travel 20% is required to access County buildings and employees.

Required Education and Experience

1. High school diploma or equivalent (G.E.D.).
2. Math skills necessary to measure chemicals and cleaning solutions and reading skills necessary to read instructions, safety materials and government regulations.
3. One to two (1-2) years of experience in custodial services.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to

work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____