Custodial Area Team Leader

**JOB PURPOSE:**
Leads custodial employees and participates in performing custodial duties.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Provides structure and oversight for entry-level employees. Prioritizes work assignments within a given routine and assigns tasks. Participates in performing custodial duties.

Monitors work for quality, accuracy, and completeness to ensure compliance with departmental sanitation standards.

Manages and controls equipment and chemicals assigned to a given routine. Maintains and orders supplies.

Inspects assigned areas and equipment to ensure that the quality of care is consistent with departmental standards.

Reports staff concerns, areas of deficiency, and any need for building maintenance to the shift supervisor for appropriate action.

Trains new employees on cleaning procedures, equipment, products, departmental policies, and standards.

May review and approve timesheets.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of effective leadership techniques.

Ability to lead people and processes.

Knowledge of general cleaning procedures and equipment.

Ability to operate and use standard cleaning equipment and materials.

Ability to perform work that requires medium to heavy physical effort.

Ability to understand and follow oral and written instructions.

Ability to use a computer.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS:

Education: General knowledge at the high school level.

Experience: One-year custodial work and demonstrated leadership skills.

Certifications/Licenses: None

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, finger ing, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors, possible exposure to extreme hot or cold for one hour plus. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.