Group Leader

**JOB PURPOSE:**

Schedules, coordinates, monitors, and trains custodial workers and/or ‘moving and set-ups’ workers. Leads special projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Schedules, assigns, and monitors work of custodial workers and/or ‘moving and set-ups’ workers.

Takes inventory of supplies and places orders as necessary to maintain stock levels.

Serves as on-site trainer to explain work procedures and to demonstrate use and care of cleaning equipment.

Acts as project leader for routine and non-routine work. Reviews and executes work orders.

Guides the work of ‘moving and set-ups’ workers in preparation for conferences, meetings, and events. Arranges tables, chairs, and furniture. Sets up public address systems and related equipment.

Acts in relief of custodial workers, group leaders, and supervisors as needed.

Operates van/passenger vehicle to transport mobile crews to various building sites. May operate box truck, packer truck or forklift.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of standard operating procedures for all equipment, materials, cleaning methods, and care and maintenance of such equipment.

Knowledge of tools and equipment used in the moving of very large and heavy items.

Ability to operate all manual and power cleaning equipment and snow removal equipment.

Ability to communicate orally and in written format with custodial personnel and other staff.

Ability to effectively lead, direct, instruct, and interact with custodial personnel.

Ability to work in safe and efficient manner. Ability to maintain safety certifications and pass required safety training.
Ability to use a computer.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** One-year work experience and demonstrated leadership skills. Type of work experience (Custodial or Moving and Set-ups) to be determined by department.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University. Maintain valid safety certifications (First Aid, CPR, BBP, AED, etc.). Valid CDL may be required for some positions. Completion of MTP (Management Trainee Program) may be required.

**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, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors with possible exposure to extreme cold for one hour plus. Possible exposure to distraction/uncomfortable noise levels, and vibration of body or extremities. 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.