

**INGHAM COUNTY
JOB DESCRIPTION**

LEAD CUSTODIAN

General Summary

Under the supervision of a Maintenance Supervisor, cleans assigned areas which may include offices, meeting rooms, hallways, courtrooms, common areas in jail facility, kitchen, medical clinic, restrooms, and other areas of County facilities. Mops, strips, and waxes floors. Vacuums carpeted surfaces. Washes windows, doors and walls. Cleans and disinfects exam rooms and restrooms and stocks with paper supplies. Orders, stocks, and maintains the inventory of custodial supplies. May serve as lead worker and assist with training and make work assignments.

Essential Functions

1. Orders, stocks, and maintains the inventory of custodial supplies. Meets with County vendors, checks shipments against invoices, and transfers bulk products to containers used by custodial staff.
2. May provide training and assign work to Custodians. Discusses performance issues of Custodians with Maintenance Supervisor.
3. Empties wastebaskets and removes other debris. Cleans baskets and changes liners. Removes trash from building and empties recycling boxes.
4. Vacuums all carpeted areas, and performs spot cleaning of carpeted surfaces. May occasionally operate steam cleaner to clean carpeted surfaces.
5. Mops, strips, and waxes floors. Operates buffers to clean and polish floors.
6. Moves furniture to prepare for vacuuming or carpet cleaning and sets up rooms for meetings.
7. Dusts and polishes furniture, baseboards, file cabinets, window ledges, and other fixtures.
8. Cleans and disinfects sinks, stools and other fixtures in exam rooms and restrooms. Cleans and polishes drinking fountains and mirrors. Stocks exam rooms and restrooms with towels, tissue and soap.
9. Cleans walls and doors in offices, hallways, and restrooms.
10. Washes windows on lower levels and on doors, both inside and outside.

11. May perform minor maintenance tasks such as replacing light bulbs, unplugging fixtures, and related tasks.
12. Assists in shoveling snow and salting walkways as needed.
13. Supervises inmate trustees assigned to cleaning tasks.
14. Secures all doors and windows prior to departure, includes setting security system alarms.

Other Functions

15. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Math skills necessary to measure chemicals and cleaning solutions and reading skills necessary to read instructions, safety materials and government regulations.

Experience: One year of prior housekeeping/custodial experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to lift, push and pull office furniture and equipment weighing up to 100 lbs.
- Ability to lift and carry bags of trash and supply boxes weighing up to 50 lbs.
- Ability to operate vacuum, buffer and other cleaning equipment.
- Ability to reach and clean all areas of buildings and fixtures.
- Walking throughout all areas of the facility.

Climbing step ladders for cleaning walls and fixtures.
Bending, stooping and crouching in order to clean various fixtures.

Working Conditions:

Works in cramped positions to perform some cleaning tasks.
Exposure to various chemical cleaning products.
Works in restrooms, clinic, and all other areas of the facility.
Requires use of universal precautions against exposure to blood.

