
Auburn University Job Description

Job Title:	Asst Supv, Custodian	Job Family:	No Family
Job Code:	NB87	Grade 29:	\$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Assists in monitoring and directing custodians and floor care technicians as well as participates in custodial and/or housekeeping activities in Auburn University facilities and buildings.

Essential Functions

1. Assists with assigning and prioritizing duties to employees ensuring buildings and facilities are maintained in a clean and orderly manner.
2. Create, maintain, and verify employee work schedules and hours worked.
3. Monitors and inspects work areas to ensure proper cleaning methods, materials, and equipment are being used and maintained.
4. Assists with overseeing procurement of equipment and supplies and maintaining adequate inventory.
5. Maintains a clean and safe working environment by performing custodial, floor maintenance, recycling, and housekeeping duties.
6. Answers questions and complaints concerning performed work within assigned facilities/buildings.
7. Assists in maintaining and monitoring a housekeeping budget.
8. Follows recycling program procedures ensuring proper methods are being followed.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	2	Experience in custodial care techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of safe and proper use of chemicals and cleaning materials needed for custodial services.

Certification or Licensure Requirements

Valid driver's license may be required for some positions.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/7/2013
