

TITLE: Janitor Leader

SALARY  
SCHEDULE: 24

CLASS  
CODE: 24702

UNION: Hotel & Restaurant Employees

SALARY  
GRADE: 02

EEO  
CODE: 70

FLSA: Non-Exempt

E-  
CLASS: 24

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## POSITION PURPOSE

Provide daily janitorial services in University buildings for the cleaning and upkeep of campus facilities. Serve as work leader over housekeepers or janitors assigned to University buildings.

## ESSENTIAL JOB FUNCTIONS

- Oversee and perform cleaning and maintenance tasks; assign and monitor the work of assigned support personnel. Assist in scheduling, training, and disciplining of support staff. Compile data and prepare reports regarding building(s) conditions and related services; notify supervisor of operational problems or issues.
- Clean and service offices, classrooms, lecture halls, auditoriums, laboratories, elevators, stairs and other areas of campus buildings. Dust furniture, equipment and fixtures, which may be at any height from ground to ceiling and at any angle. Move desks and chairs in order to sweep, mop and/or vacuum floors. Fill, transport and empty buckets which may contain several gallons of water used for washing floors and chalkboards; clean large areas using push brooms, wet mops, dust mops, vacuum cleaners, dust pans, sponges, etc.; clean door and partition glass; clean both inside and outside of all entrance door glass. Clean laboratories when departmental employees are present.
- Remove trash and refuse from rooms and buildings. Empty contents of waste baskets in classrooms, restrooms, offices, corridors, etc. into large refuse containers; use proper methods to access trash from a wide range of receptacles; transport wheeled cart containing large amounts of refuse to outdoor dumpster or compactor, including in inclement weather; lift and transfer garbage from cart to dumpster; operate compactor. Utilize safe methods and take necessary precautions to prevent cuts or other injuries from sharp or other harmful objects put out for disposal. Remove cigarettes from outdoor receptacles. Change sand as needed.
- Clean restrooms and locker rooms. Clean and disinfect sinks, toilets, showers, tile, metal, chrome, etc.; sweep and mop floors; use sponges, brooms, mops, brushes, etc.; clean up after spills, including human waste; clean mirrors; restock toilet tissue and towelings; wash and polish drinking fountains; access different heights and angles to clean bathroom surfaces and fixtures. Exercise safe methods when working with cleaning supplies and hazardous disinfecting agents.
- Collect and distribute keys to housekeeping staff at start and completion of work day. Lock and/or unlock buildings as assigned by supervisor. Close and lock windows in offices, classrooms, etc.; assist with emergency cleaning; access high areas using ladder or equipment having long handles. /check supplies inventory for assigned area; request and distribute supplies, i.e., cleaning agents, paper products, etc.

- Operate floor buffers, automatic scrubbers, wet and dry vacuum cleaners, electric or battery powered sweepers and other portable cleaning equipment. May operate carpet cleaning machines and vehicles; perform routine light maintenance of machines such as changing belts, bags, check and recharge batteries; transport and use heavy equipment which vibrates and/or needs to be guided on surfaces; utilize machinery, equipment and supplies safely at all times. Perform some duties near students, visitors and other staff members.
- All Janitors are considered to be “Essential Personnel,” and are required to report during a university emergency closure period.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Reasonable experience of University custodial services; completion of all University-offered training.
- Possession and maintenance of a valid Michigan vehicle operator’s license may be required.
- Ability to follow instruction.
- Ability to perform simple math to mix cleaning agents.
- Ability to transport, use and maintain the full range of custodial supplies and equipment, including brooms, mops, sponges, buckets of water, vacuums, buffers, automatic scrubbers, electric sweepers, dust pans, ladders, toxic cleaning agents, etc.
- Ability to transport and use heavy cleaning/housekeeping equipment.
- Ability to access cleaning surfaces which may be at any height or angle from ground level to ceiling.
- Ability to work in varying environmental and possibly hazardous working conditions utilizing appropriate precautions to ensure safety of self and others.
- Experience and knowledge of cleaning methods and materials.
- Must obtain security clearance.
- Ability to utilize heavy mechanical power cleaning and scrubbing equipment.