JOB DESCRIPTION

Senior Custodian

Definition of Class
This is a non-supervisory position, which coordinates and participates in the care, cleaning and general housekeeping of a building, residence area, or section of a large building of the University. Provides technical guidance to subordinate personnel and prepares work assignments of same. Reports work in progress, work completed, and needed personnel actions to Custodial Supervisor.

Examples of Work Performed
Coordinates and participates in the care, cleaning, and general housekeeping of an assigned University building or facility to include maintenance of housekeeping duties and requisition and issue of required cleaning supplies.

Conducts daily inspections of assigned areas to ensure completion.

Discusses general housekeeping procedures with personnel of the assigned area; implements changes in procedures.

Reports any mechanical, structural or electrical condition in need of repair or replacement.

Participates in all housekeeping and cleaning duties.

Makes work assignments in accordance with predetermined schedules; reviews the work of lower rated employees; assists in the training of new personnel.

Advises supervisor regarding specific personnel actions as needed.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and participates in the cleaning, servicing and stocking of supplies in University buildings.
2. Inspects assigned areas to ensure completion of work.
3. Coordinates work assignments and assists in training new personnel.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to walk or stand; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms; and to climb or balance. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

**Education:**
Ability to read, write, and understand basic instructions.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

AND

**Licensure:**
A valid driver’s license may be required depending on the department

**Background Check Requirements**
This position may require a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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