NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Coordinator of Custodial Operations and Special Setups

<table>
<thead>
<tr>
<th>Department:</th>
<th>Plant Services</th>
<th>Job Status:</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
<td>Reports To:</td>
<td>Director of Plant Services</td>
</tr>
<tr>
<td>Grade/Level:</td>
<td>Classified IV</td>
<td>Amount of Travel Required:</td>
<td>No travel required</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Monday - Thursday 8AM - 6PM</td>
<td>Positions Supervised:</td>
<td>Student Worker/s</td>
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</tbody>
</table>

PURPOSE: Under the general supervision of the Director of Plant Services, the Coordinator of Custodial and Special Setups is responsible for the care and appearance and sanitary conditions of campus buildings. This position, along with the Director of Plant Services, will assume supervisory responsibilities for all custodial staff.

MAJOR RESPONSIBILITIES:

- Responsible for working with the Director of Plan Services, assisting in organizing, developing, and implementing standards and procedures for work of the custodial staff.
- Directly works with and supervises custodial employees.
- Coordinates work requests utilizing custodial staff.
- Works directly with custodial employees in the completion of work requests.
- Coordinates custodial Activities and make suggestions for improvement projects.
- Investigates new and improved cleaning instruments and methods and makes recommendations to Director of Plant Services for purchases concerning custodial operations.
- Sweeps, mops, waxes and polishes floor finishes, and other building furnishings.
- Clean lavatories and restrooms using required detergents and sanitary material.
- Cleans chalkboards, erasers, and other fixtures, and arranges in neat and orderly fashion.
- Empty waste containers; gather trash and litter, and places for disposal.
- Washes interior/exterior windows as assigned.
- Moves furniture, supplies, and miscellaneous equipment as directed for special setups.
- Responsible for filling machines with products and removing money from vending machines in ladies restrooms.
- Plans work schedules to ensure adequate services.
- Inspects and evaluates physical condition of campus buildings related to custodial activities.
- Periodically inventories supplies and equipment.

Competency Statement(s)

- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Enthusiastic - Ability to bring energy to the performance of a task.
• Friendly - Ability to exhibit a cheerful demeanor toward others.
• Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
• Interpersonal - Ability to get along well with a variety of personalities and individuals.
• Reliability - The trait of being dependable and trustworthy.
• Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

QUALIFICATIONS:

Education: High school diploma/GED required; some college preferred.

Experience: Minimum of five (5) years.

Skills and Abilities:
Office skills, methods and procedures; deal effectively with faculty, staff and students; English usage, grammar, business letter writing, spelling, punctuation, vocabulary; telephone etiquette. Ability to lift, move, or carry 40 pounds. Type 40 w.p.m. accurately; follow verbal and written directions; compose letters; ability to work in a busy office with frequent interruptions; self-starter; operate basic office equipment (computer, typewriter, FAX machine, copier)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

Physical and Mental Requirements

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include ability to adjust focus.

This is mostly an indoor position with limited safety/health hazard potential; exposure to cleaning products and drain cleaners.

SIGNATURES:

Coordinator of Custodial Operations and Setups ____________________________ Date ________________

Director of Plant Services ____________________________ Date ________________

Vice President for Administrative Services ____________________________ Date ________________

President ____________________________ Date ________________

Job Description Developed: 2002
Reviewed: 5/2009
Prepared by: Tim Johnston, Jerry Henry