



USC University of
Southern California

Custodial Team Lead Job Description

JOB INFORMATION

<i>Job Code:</i>	180365
<i>Job Title:</i>	Custodial Team Lead
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Custodial
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Responsible for supervising and training a group of university custodial staff within the USC Health Sciences Campus (HSC). Maintains condition and appearance of assigned facilities, conducts inspections, and responds to emergency custodial issues. Administers Pay for Skills program, coordinates work schedules, and addresses operational issues. Troubleshoots and makes minor repairs on malfunctioning equipment. Manages records, assists with documentation, and produces reports. Performs cleaning activities as necessary.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	of experience leading custodial staff.
	X	3 years	of experience leading custodial staff.
	X	5 years	of recent custodial experience.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Extensive custodial experience maintaining condition and appearance of various building interiors (e.g., restrooms, offices, laboratories, classrooms, clinics, common areas).

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated knowledge of cleaning standards and methods, materials, and equipment.
X		Demonstrated knowledge of and compliance with the operation of all mechanical cleaning equipment.
X		Knowledge of and compliance with basic plumbing, electrical, carpentry, and painting work.
X		Thorough knowledge of standard safety practices.
X		Ability to understand and apply established policies and procedures.
X		Demonstrated ability to work and communicate with all levels of custodial staff.

Licenses

Req	Pref	License(s)
X		California Driver's License

Pay for Skills

For use with *specific Facilities positions only.*

Internal candidates must have completed all Pay for Skills levels.

Other Job Factors

- Must be able to work flexible schedule (days, evenings, weekends and holidays).
- May be required to respond to after-hours emergency situations.
- Must be able to stand for long periods of time.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises and trains university custodial staff within the Health Sciences Campus (HSC). Conducts building inspections; maintains condition and appearance of assigned facilities. Monitors assigned areas and activities. Address errors and problems; provides feedback and resolves issues when possible. Responds to emergency custodial issues and ensures service continuity as needed. Performs custodial cleaning activities as necessary. Assists supervisor with floor care projects (e.g., planning and preparation, moving furniture, cleanup).				
Trains staff in established safety standards and practices. Administers levels I to III of the Pay for Skills program. Trains staff on operation of various machines (e.g., vacuum cleaners, shampooers, waxing machines). Coordinates tasks and schedules work locations. Assists in scheduling and prioritizing workloads. Determines and monitors staffing schedule needs for peak volumes and/or special projects. Covers absences and schedules temporary workers as necessary.				
Ensures staff adheres to established Association of Physical Plant Administrators (APPA) Level II custodial standards. Maintains a clean, safe, and secure working environment.				
Troubleshoots and makes minor repairs on malfunctioning equipment; reports issues to supervisor as necessary. Distributes supplies. Audits custodial closets and maintains appropriate supply inventory levels. Ensures carts are organized and clutter free.				
Creates and manages work orders on the Facilities Planning Management (FPM) system via mobile devices and computer applications. Documents inspections and performs follow-ups. Reports workplace injuries and assists with producing documentation.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.