



# GADSDEN STATE COMMUNITY COLLEGE

## JOB DESCRIPTION

All Campuses

Created on: 1/30/2025  
Revised on: 2/6/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Custodial Crew Leader</b>	<b>E4</b>	<b>05</b>	<b>SS9814</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Supervisor Building Maintenance</b>	Non Exempt	No	Yes

**JOB SUMMARY:** The Custodial Supervisor oversees the daily operations of the custodial team, ensuring that all facilities are maintained in a clean, safe, and sanitary condition. This role involves supervising custodial staff, developing work schedules, training employees, and managing supplies and equipment. The Custodial Supervisor reports directly to the Supervisor of Building Maintenance.

**QUALIFICATIONS:**

- ◆ Graduation from high school or GED certificate **required**
- ◆ Three (3) years of experience in janitorial work or related work **required**
- ◆ One (1) year of supervisory experience *preferred*
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of materials, methods, practices and equipment used in custodial operations
- ◆ Ability to assign, supervise and train a medium-sized groups of employees
- ◆ Ability to understand and follow oral and written instructions and to keep simple records and make reports
- ◆ Ability to establish and maintain effective working relationships with custodial crews and management of the institution
- ◆ Sufficient physical strength to perform a variety of routine manual tasks in the cleaning of buildings and equipment; ability to lift 50 pounds from the ground; ability to lift arms above the head
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders
- ◆ Valid Driver's License

**DUTIES:**

- ◆ Provides regular and effective supervision and evaluation of custodial employees
- ◆ Trains custodial employees on job assignments and responsibilities
- ◆ Maintain materials and supplies and assist in ordering equipment and cleaning materials
- ◆ Develops work schedules and efficient processes for custodial staff
- ◆ Performs custodial duties as needed
- ◆ Complies with all policies of the Alabama Community College System and the College

- ◆ Performs related work as assigned

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- **Mobility:** The role requires the ability to stand, walk, bend, stoop, squat, and climb stairs and ladders for extended periods. The employee must also be able to navigate various work sites and respond promptly to custodial needs.
- **Manual Dexterity:** Regular use of standard custodial equipment, such as buffers, vacuum cleaners, carpet extractors, and other cleaning tools. The employee must have the ability to handle and operate such equipment efficiently.
- **Lifting:** Ability to lift and carry materials and equipment weighing up to 50 pounds. This includes handling cleaning supplies, moving furniture, and transporting custodial machinery.
- **Communication:** Clear and effective verbal and written communication skills are essential for training staff, coordinating with team members, and reporting to supervisors.

**Work Environment:**

- **Setting:** The position is based in various facilities within the institution, including offices, classrooms, laboratories, and common areas. The employee may also work in outdoor environments when necessary.
- **Exposure:** The employee may be exposed to cleaning chemicals, dust, and other environmental factors. Proper protective equipment and safety protocols are provided to minimize risks.
- **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate special events, emergencies, or specific program needs. The role may require evening or weekend shifts as needed.
- **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners is required to ensure that custodial services meet the institution's standards and support its mission.

**Reviewed by:**

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**Employee Signature**

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**Date**