

JOB DESCRIPTION

CUSTODIAL SERVICES MANAGER



Facility Name:	IOWA STATE CENTER
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JOB INFORMATION

Job Title:	Custodial Services Manager	Department:	Operations
Reports To:	Director of Operations	FLSA Status:	Exempt X Non Exempt
Prepared By:	Tammy Koolbeck	Date Prepared:	May 2017
Approved By:		Approved Date:	

SUMMARY

This position is responsible for cleaning and the general maintenance of the venues. In particular, this position provides janitorial/custodial services for the venue’s administrative offices, ticket office, performer accommodations, convention center and concourse. This position will be assigned general custodial duties during and after events, as well as during non-event hours. This position may also be involved with events in assisting in the conversion (set up/tear down) of events at the venue.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

1. Ensures that the facility is in clean and safe condition.
2. Coordinates staff to accomplish the following: sweep, mop, auto-scrub, burnish and refinish floors, wash walls, doors, woodwork and windows, vacuum carpets, remove stains, dust, clean and polish restrooms.
3. Hires and trains part time cleaning staff.
4. Prepares budgets for supplies.
5. Maintains inventory.
6. Is familiar with custodial procedures including, MSDS, blood borne pathogens control plans, equipment, proper usage of chemicals and proper personal protective equipment, as applicable.
7. Assist in the setting of tables, chairs and other equipment for events, as needed.
8. Completes general maintenance as directed including, equipment repair and painting.
9. Maintains regular office hours.

SUPERVISORY RESPONSIBILITIES

Supervises full time custodian and part time staff as needed. This person carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Must work with guests, patrons and other employees in a courteous manner.
2. Ability to follow directions and adhere to safety guidelines.
3. Ability to work a varied schedule under diverse conditions and according to potentially stringent time schedules.
4. Must have the ability to work with minimal supervision, pay attention to details and establish priorities.
5. Ability to work flexible schedules including evenings, weekends and holidays.

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EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.
2. Prefer a minimum of three years custodial experience.
3. Supervisory Experience.
4. Experience working in a computer network environment utilizing Microsoft Office.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicants must possess a current, valid driver's license and a vehicle that can be accessed for work purposes and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.
2. Willingness to obtain certifications that may be necessary to perform job functions.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals furnished in written, oral, diagram and schedule form.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms, talk or hear.
2. The employee frequently is required to stand, walk and sit for extended periods of time.
3. The employee is occasionally required to stoop, kneel, crouch or crawl.
4. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee may occasionally be exposed to moving mechanical parts, fumes and/or airborne particles.
2. The noise level in the work environment is usually moderate; however, during some events, can become quite loud.

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CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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