

CUSTODIAN/SUPERVISORCHECKLIST

- May oversee specific programs or functions
- Establish and implement procedures
- Hire, train, and fire personnel
- Assign personnel and work schedules
- Check for proper completion of work
- Records maintenance
- Inventory Control
- Monitor expenditures
- Prepare bids or estimates for special requests
- Coordinate Custodial activities with maintenance/security staff
- Sweeping
- Perform physical inspections of work sites
- Assign personnel and make schedules
- Physical inspection of areas
- Trash removal
- Sanitizing
- Insure efficiency by changing methods and routines as necessary
- Handle personnel problems
- Establish training programs
- Familiar with heating, cooling, fire suppression, etc
- Perform specialized cleaning as it pertains to their work unit or area – possibly requiring different tools or steps in order to accomplish.
- Work with no direct supervision
- Prepare work orders
- Floor waxing
- Assure maintenance of Equipment
- Inventory control
- Prepare bids or estimates for special projects
- Mopping
- Perform evaluations
- Coordinate custodial work with maintenance and security
- May operate a larger variety of equipment such as tucker poles, extraction equipment, high rangers, genie lifts, vehicles, and office equipment such as computers, faxes, printers, and calculators
- Prepare work orders
- Scrubbing
- Assure maintenance of Equipment
- Inventory control
- Prepare bids or estimates for special projects
- Perform physical inspections of work sites
- Assign personnel and make schedules
- Coordinate custodial work with maintenance and security

May operate a larger variety of equipment such as tucker poles, extraction equipment, high rangers, genie lifts, vehicles, and office equipment such as computers, faxes, printers, and calculators

Supervise others and review their work

Resolve routine problems encountered in work, referring less routine problems to supervisor for attention.

Conduct training

Make recommendations about hiring, discipline

Vacuuming

General maintenance (changing lightbulbs, filters, etc.)

Order supplies, or stock supplies from a central supply

Maintain work and employee files

Oversee the appropriate operation of equipment

Buffing