



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Custodial Superintendent
Job Code: 227

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a custodial services program for the University.

Typical Tasks

Establishes and maintains on going equipment and chemical testing and evaluation programs.
Conducts inspections of facilities, furnishings, and equipment and initiates corrective action.
Establishes a training and safety program.
Prepares budgets and reports for custodial services activities.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Assistant Custodial Superintendent
Job Code: 037

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in the management of a custodial services program for the University.

Typical Tasks

Determines training program needs.
Plans and carries out scheduling of special project cleaning.
Assists in budget planning.
Recommends policies and procedures.
Recommends the purchase of custodial equipment and supplies.
Inspects buildings for cleanliness and maintenance.
Investigates and evaluates complaints from building occupants.
Coordinates set up and cleaning for special events.
Coordinates the activity of moving crews.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Executive Housekeeper
Job Code: 036

Overtime Pay: Ineligible

Primary Responsibility

This is work performing custodial tasks and coordinating housekeeping activities for the University's President's residence.

Typical Tasks

Sweeps, mops, scrubs, waxes, and buff floors.
Dusts and cleans the residence.
Cleans and sanitizes bathroom facilities.
Sweeps and cleans walks.
Washes windows.
Disposes of trash.
Replaces light bulbs.
Reports needed maintenance repairs.
Oversees staff performing daily and special cleaning or maintenance projects for the household.
Evaluates, selects, and maintains inventory of household good and supplies.
Greets and announces visitors to the household.
Answers and directs telephone calls.
Takes messages.
Coordinates staff, caterers, and florists engaged in preparing for special functions held at the residence.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate vocational or technical training or college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Custodial Supervisor
Job Code: 035

Overtime Pay: Eligible

Primary Responsibility

This is work supervising custodial supervisors.

Typical Tasks

Oversees the work of custodial supervisors.
Assigns tasks to custodial supervisors.
Insures tasks are completed thoroughly and in a timely manner.
Receives special cleaning requests.
Delegates routine and special custodial projects to custodial supervisors on a given shift.
Maintains and advises supervisor on supply and equipment needs.
Reports needed maintenance repairs.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Custodial Supervisor

Job Code: 034

Overtime Pay: Eligible

Primary Responsibility

This is work supervising custodial employees.

Typical Tasks

Oversees the work of custodial employees.

Assigns tasks to custodial employees.

Insures tasks are completed thoroughly and in a timely manner.

Receives special cleaning requests.

Delegates routine and special custodial projects to custodial employees on a given shift.

Maintains and advises supervisor on supply and equipment needs.

Reports needed maintenance repairs.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Custodial Worker

Job Code: 033

Overtime Pay: Eligible

Primary Responsibility

This is work performing custodial tasks and coordinating custodial services.

Typical Tasks

Sweeps, mops, scrubs, waxes, and buffs floors.
Dusts and cleans offices, laboratories or other facilities.
Cleans and sanitizes bathroom facilities.
Sweeps and cleans walks.
Washes windows.
Disposes of trash and waste materials.
Performs specialized cleaning in patient care areas.
Replaces light bulbs.
Makes simple repairs to cleaning equipment.
May move furniture or equipment.
Meets with staff to identify routine and special custodial projects for a given shift.
Coordinates the work of other custodial employees.
Assists in training employees.
Reports needed maintenance repairs.
May maintain and deliver supplies.

Minimum Qualifications

Completion of the ninth grade and one year of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Custodial Worker
Job Code: 032

Overtime Pay: Eligible

Primary Responsibility

This is work performing custodial tasks.

Typical Tasks

Sweeps, mops, scrubs, waxes, and buffs floors.
Dusts and cleans offices, laboratories or other facilities.
Cleans and sanitizes bathroom facilities.
Sweeps and cleans walks.
Washes windows.
Disposes of trash and waste materials.
Performs specialized cleaning in patient care areas.
Replaces light bulbs.
Makes simple repairs to cleaning equipment.
Reports more extensive damage for maintenance.
May move furniture or equipment.

Minimum Qualifications

Completion of the ninth grade.

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