General Description
Functions as lead worker for a small group of employees providing custodial care for the University buildings and facilities.

Examples of Duties
- Organizes the work assignments of Custodian I and Custodian II employees.
- Prepares simple reports on work performances, such as results of work inspections and disciplinary actions.
- Trains and orients Custodian I and Custodian II employees on proper custodial practices and procedures.
- Inspects facilities and furnishings for needed cleaning and repair.
- Inspects the work of Custodian I and Custodian II employees, and makes corrections as needed.
- Directs the room set-up for special meetings and events.
- Issues equipment and supplies to custodial employees.
- May perform Custodian I and Custodian II duties in the absence of co-workers. Assists with large cleaning tasks when required.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the operation and use of equipment and tools used in the care and cleaning of buildings.
- Knowledge of proper custodial service practices, techniques, and procedures.
- Knowledge of the Georgia State University (GSU) campus, buildings and facilities, and custodial requirements or needs.
- Ability to supervise others or function as a lead worker.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.).
- Ability to pass criminal background investigation.

Minimum GSU Hiring Standards
High school diploma or GED and two years of experience in an institutional, industrial or commercial setting, including one year or more of supervisory or lead worker experience. Must pass a criminal background check.