

JOB DESCRIPTION:	Custodial Supply Coordinator		
DEPARTMENT:	Physical Plant		
REPORT TO:	Manager of Facilities and Maintenance		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Non Exempt
CUPA HR CLASSIFICATION:	#810010	DATE APPROVED:	26-OCT-2020
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Prepares inventory list of custodial supplies and notifies supervisor when supplies are needed, and performs a variety of cleaning and sanitizing of all residential, classroom, laboratories, and office areas.

DUTIES:

1. Maintains inventory levels of janitorial supplies in designated janitorial closets, submits requests for restock of items.
2. Responsible for creating an inventory list of custodial supplies and maintaining the list as well as notifying the supervisor when supplies are needed to be ordered or replenished.
3. Coordinates supplies and delivers supplies to other custodians.
4. Performs a variety of general cleaning tasks, i.e.: vacuums carpet areas, sweeps and mops floors, washes windows, both interior and exterior.
5. Empties trash and relines trash containers, dusts furniture and fixtures.
6. Cleans and sanitizes restrooms, restocks supplies as indicated. Cleans blackboards, removes trash from exterior areas surrounding cafeteria and residences.
7. Cleans and wipes all mirrored surfaces.
8. Performs deep cleaning of all buildings including classrooms, gymnasium, office areas, and residential areas during inter-sessions, i.e.: strips and waxes floors, shampoos carpets, and washes walls.
9. Sweeps and removes ice and/or snow from entrances and walkways by buildings.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma, GED or equivalent required with experience equivalent to six-months coordinating inventory supplies and/or resources. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the materials, methods, and practices used to properly clean buildings, fixtures, and equipment. Knowledge of the operations, use, and care of wet and dry vacuum cleaners, mop wringers, brooms, mops, cleaning fluids, and other cleaning materials, supplies, and equipment. Knowledge of safety precautions and procedures associated with using a variety of cleaning materials, supplies, and equipment. Knowledge of the proper measurement of cleaning materials. Knowledge of the proper use of strong cleaning solvents. Skills in coordinating inventory of supplies and/or resources including disbursing. Skills in operating a variety of cleaning equipment including carpet shampoo machines, sweepers, strippers, buffers, and vacuums. Skills in establishing and maintaining effective working relationships. Skill in reading and following directions both orally and in writing. Skill in following established safety standards and procedures. Skill in following basic custodial procedures.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): This is an essential

services position. The incumbent is required to respond after hours during emergencies and report to work for regular assigned shift during emergency campus closures. This position will typically work five (5) eight-hour days per week, typically Monday through Friday between the hours of 6:00 am and 5:00 pm, based on staffing requirements of the department.

Multiple outside grounds environment. Travel within the community and other WNMU sites. May be required to lift equipment and materials on a constant basis. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps in construction sites. Must be able to visually and auditory assess situations to insure safety. Must be able to climb ladder and work in restricted work spaces. Must be able to follow all safety protocols. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)