



Posted 06/20/08

**JOB OPPORTUNITY #: 85-6101**  
**LEAD CUSTODIAN**  
**HOUSEKEEPING**

**Responsibilities:**

Under general supervision, schedules, supervises and coordinates the activities of employees that clean and maintain County Buildings, and performs cleaning tasks to maintain schedules and assist staff. Interviews, assists in hiring and trains new employees. Provides instruction, completes quality control inspections, conducts Safety Training and ongoing training of custodians on more efficient cleaning methods. Records and reviews employees' hours worked, maintains custodial reports and inventories supplies. Resolves workers' problems or refers matters to Supervisor. Sweeps, vacuums, dusts, scrubs, waxes, and polishes rooms, hallways, hard floors, lobbies, restrooms, elevators, stairways, walls, locker rooms, and other work areas. Cleans ashtrays, empties waste buckets and transports trash to waste disposal areas. Replenishes bathroom supplies and replaces light bulbs as needed. Removes debris from lawns, sidewalks and parking areas. Completes all other duties as assigned.

**Status:** Full-time

**Working hours:** 3 p.m. – 11:30 p.m. Monday - Friday

**Qualifications:**

High School diploma or GED and a minimum of three years of custodial experience and three years of supervisory experience; or the equivalent combination of education and experience. **Prefer commercial cleaning experience. Must have transportation, a valid Missouri Operator's License and a clear criminal record (excluding minor traffic violations).**

**Hourly Salary Range:** \$10.26 – \$12.83; Additional \$.40 per hour shift differential.

**Deadline for Application:** Applications will be accepted until the position is filled.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or in person at the Human Resources Department, 601 E. Walnut, Room 211, Johnson Building, 2nd Floor, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 12 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).

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