**MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.**

**MS 45-23-24**

**DATE OF POSTING: August 14, 2024**

**TERMINATION DATE FOR APPLICATION: August 21, 2024**

**POSITION: CUSTODIAL SERVICES TEAM LEAD**

**COMPENSATION:** Per SSA Contract

Grade F

**STAFF RELATIONSHIP:** Reports to Nate Ariss Facility Services Manager

**EMPLOYMENT DATE:** As soon as possible

**SEND APPLICATION AND RESUME TO: Human Resources Department**

Michigan Education Association

1350 Kendale Blvd., P.O. Box 2573

East Lansing, MI 48826-2573

**BASIC PERFORMANCE EXPECTATIONS:**

Under the direction of the Facilities Services Manager, coordinate the daily job-related activities of the Custodial Services Technicians to ensure that the MEA and MESSA owned buildings are clean and present a high level of quality.

Prioritize and assign work, monitor performance, and ensure staff are trained and follow procedures.

While performing the duties of this job, the employee is regularly required to move about the office spaces, operate cleaning equipment, and occasionally move materials that may exceed 50 pounds. This position will have some exposure to fumes, odors, dusts, chemicals and oils.

Assigned work is performed according to specific supervisory instructions or established procedures, but the employee often performs work exercising considerable independence.

This position will be required to work afternoons/evenings.

**ASSIGNED DUTIES:**

Coordinate overnight cleaning activities and perform building cleanliness checks.

Coordinate the activities of the custodial staff of HQ campus buildings on a daily basis.

Train Custodial Services Technician’s; performs quality assurance checks; maintains cleaning inventory; and responds to custodial inquiries.

Prioritize and assign MEA and MESSA work requests for cleaning.

Perform routine cleaning on buildings. This work includes trash removal, vacuuming, mopping, dusting, sanitizing, refilling paper products, etc.

Use of cleaning equipment and chemicals. Also required to keep cleaning closets in reasonable order.

Examine buildings on a regular basis to identify and perform needed cleaning tasks. Keep immediate supervisor informed of work progress, including present and potential work issues/problems.

Follow established guidelines for confidentiality and privacy.

Perform other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent is required.

Three to five years of related work experience in a planning or decision-making role.

Strong leadership skills with ability to motivate others.

Ability to multi-task while giving attention to detail with frequent interruptions.

Ability to perform heavy lifting tasks and lifting objects weighing over 50 pounds.

Experience in performing routine building cleaning.

Knowledge of custodial operations, methods, safety rules and regulations.

Experience in operating custodial equipment and common cleaning chemicals.

Basic level proficiency in the use of office equipment and technology, including computers, mobile devices and related software for daily job performance activities.

Ability to utilize new technology.

Ability to follow written and oral instructions.

Ability to communicate effectively and present ideas and concepts orally and in writing.

Excellent customer service skills, including responding diplomatically to all questions or complaints.

Ability to acquire knowledge of the structure, policies, procedures, and regulations of MESSA.

Ability to work outside of normal business hours including afternoons and evenings.

8/8/24