

CUSTODIAL/RECEIVING SUPERVISOR

DEFINITION

Under the direction of Vice President of Administrative Services or designee, plan, organize, schedule and oversee custodial, maintenance and receiving activities at an assigned campus; train, supervise and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS

The Custodial/Receiving Supervisor is the advanced level classification in the series. In addition to supervision of custodial work, incumbents are responsible for overseeing maintenance activities and the receiving function of an assigned college campus. The Custodial/Receiving Supervisor plans, organizes, schedules, and oversees custodial activities and personnel on an assigned campus.

TYPICAL DUTIES

Plan, organize, coordinate, inspect and oversee custodial, maintenance, and receiving activities at an assigned campus; assign regular work schedules to assure the cleanliness, proper maintenance and safe conditions of buildings; inspect classrooms, offices, gym, locker rooms, rest rooms, halls, fixtures, and other facilities for custodial and maintenance needs; follow up on work requests to assure proper completion; prepare, monitor and maintain budgets for assigned functions and activities; monitor expenditures in accordance with District policies and budget limitations; oversee the campus receiving function; assure proper receipt, storage and distribution of U.S. Mail, supplies, and materials; mark and inventory fixed assets; perform a variety of duties related to campus operations such as ordering fuel for vehicles, assuring proper pool maintenance and overseeing the sale/disposal of surplus equipment; maintain adequate custodial supplies and equipment; assure purchase of most economical and highest quality supplies and equipment; requisition supplies and equipment as necessary; receive, inspect, store, issue and assure delivery of supplies, materials and equipment; evaluate and recommend the purchase of cleaning materials and equipment; evaluate cleaning methods and procedures and develop time standards for custodial activities; train, supervise, and evaluate the performance of assigned personnel and student workers; participate in interviewing and selecting new employees; initiate disciplinary actions and re-assignments; confer with administration, faculty, and staff concerning set ups for college, administrative and community events; assure timely cleaning and setting up equipment for meetings and special events; assure proper operation, use and care of custodial and maintenance equipment; conduct training as needed and assure compliance with established health and safety regulations; prepare and maintain records and reports related to inventory, personnel, equipment, receiving budget, gasoline usage and surplus equipment; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of increasingly responsible custodial/receiving store or building maintenance experience involving appropriate methods for using and storing cleaning materials and chemical, including one year in a lead or supervisory capacity.

EDUCATION

An Associate degree from an accredited institution in business, hotel/motel management or related field; **OR** two additional years of qualifying experience supplemented by courses in business, management, supervision or related field, **OR** formalized custodial training including use and handling of hazardous cleaning materials and chemicals.

SPECIAL REQUIREMENT

Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Methods of organizing, scheduling, prioritizing custodial maintenance and receiving work at a large facility; requirements for maintaining College building in a safe, clean and orderly condition; modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls, and fixtures; methods, equipment, tools and materials used in cleaning buildings and facilities; requirements of maintaining buildings and facilities in good repair; applicable building codes, ordinances, fire regulations, and safety precautions; chemical cleaners and their safe use; principles and practices of supervision and training; inventory methods; record keeping techniques; proper methods of storing equipment, materials and supplies; inventory methods and practices.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, organize, coordinate, inspect and supervise the work of custodial, maintenance and receiving staff at an assigned college campus; operate equipment and tools used in custodial operations according to pre-determined standards; evaluate the effectiveness and safety of various supplies and equipment; estimate quantity and types of materials and supplies needed; instruct staff on safety and hazardous materials issues and appropriate methods for handling and storing equipment and supplies; move and arrange furniture and equipment for meetings and special events; observe and report safety hazards and need for maintenance and repair; confer with site administrators and supervisor regarding custodial and maintenance needs, schedules, and concerns; perform a variety of operations duties such as ordering fuel for District vehicles, disposing of surplus items and overseeing pool maintenance; train, supervise, and evaluate personnel; maintain records and prepare reports; lift and carry object weighing up to 50 pounds; establish and maintain cooperative and effective working relationships with others; walk at least seven hours a day; bend at waist and knees to pick up objects and clean, reach, grab, and push cleaning tools and equipment; climb 8 to 16 foot ladders; twist and kneel; meet schedules and timelines.