

## **CUSTODIAL SUPERVISOR**

### **DEFINITION**

Under the direction of the Vice President of Administrative Services or designee, plan, organize, coordinate, inspect and supervise the work of custodial staff; assure the maintenance of campus buildings, offices, and other facilities in a clean and orderly condition.

### **TYPICAL DUTIES**

Plan, organize, coordinate, inspect and supervise the work of custodial staff at an assigned college campus; assign regular work schedules to assure the cleanliness and safe conditions of buildings; inspect the cleanliness of classrooms, offices, gym, locker rooms, halls, fixtures, and other facilities, 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 their performance of assigned custodial personnel; participate in interviewing and selecting new employees; confer with administration, faculty and staff concerning set ups for college, administrative and community events; assure timely cleaning and setting up of equipment for meetings and special events; assemble, repair and move furniture, cabinets and other equipment; inspect classrooms and offices for security and safety; determine and report dangerous and unsightly conditions to administrators; perform minor repair to custodial equipment and facilities; prepare and maintain records related to custodial supplies inventory, personnel, and equipment; participate in custodial activities as necessary; operate floor scrubbers, buffers, vacuums and other related equipment; perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Three years custodial or building maintenance experience involving appropriate methods for using and storing hazardous materials and chemicals, including one year in a lead or supervisory capacity.

#### **EDUCATION**

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

#### **SPECIAL REQUIREMENT**

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

**KNOWLEDGE OF**

Methods of organizing, scheduling, and prioritizing custodial work; requirements for maintaining college buildings in a safe, clean and orderly condition; modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls, and fixtures; methods, equipment, tools and materials used in cleaning buildings and facilities; appropriate safety precautions and procedures; chemical cleaners and their safe use; principles and practices of supervision and training; inventory methods; appropriate record-keeping techniques.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; plan, organize, coordinate, inspect and supervise the work of custodial staff at an assigned college campus; operate equipment and tools used in custodial operations according to predetermined standards; evaluate the effectiveness and safety of various supplies and equipment; estimate quantity and types of material and supplies needed; instruct staff on appropriate safety methods for handling and storing equipment and supplies and hazardous materials issued; 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 needs, schedules and concerns; train, supervise and evaluate personnel; maintain records and prepare inventory reports; lift and carry objects weighing up to 50 pounds; participate in custodial activities; establish and maintain cooperative and effective working relationships with others; walk at least seven hours per day; bend at waist and knees; reach, grab, and push cleaning tools and equipment; climb 8 to 16 foot ladders; twist and kneel; meet schedules and timelines.