Custodial Operations Supervisor

BASIC FUNCTION:

Under the general direction of the Manager, Custodial Operations, supervises the day-to-day cleaning and care of the campus; performs routine and specialized cleaning tasks; inspects areas of responsibility to ensure cleaning standards are maintained; supervises custodial staff; conducts performance evaluations of assigned staff; supervises and directs the proper use of materials, supplies, equipment, and safe work habits. Responsible for directing all shift operations during absence of the manager.

REPRESENTATIVE DUTIES:

1. Maintain District cleaning standards and methods.
2. Establish work schedules for staff and make relief assignments as required.
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline, and terminate personnel according to established policies and procedures.
4. Assume responsibility of custodial operations during absence of the custodial manager.
5. Interpret and explain rules, regulations and procedures to staff.
6. Conduct training for staff on the proper use of materials and cleaning methods, including storing of materials and equipment, inventory control, inspections, MDS sheets, and preventive maintenance procedures for all equipment.
7. Assure safety standards, policies, and procedures are followed by all staff.
8. Inspect buildings for cleanliness, safety hazards, and needed repairs, and prepare work orders.
9. Maintain inventory and assist in ordering of custodial supplies and equipment.
10. Prepare bulletins, correspondence and reports
11. Attend and conduct a variety of meetings as assigned.
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of supervision and training.
2. Record-keeping techniques.
3. Techniques for care and cleaning of buildings.
4. Quality and use of cleaning supplies and equipment.
5. Care and cleaning of various types of heating, ventilating, and lighting equipment.
6. Health and safety regulations and procedures.
7. Proper methods of storing equipment, materials and supplies.
8. Operation, use and care of specialized equipment including power tools and testing equipment.
9. Inventory methods and techniques.

ABILITY TO:
1. Demonstrate an understanding of sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Plan, coordinate and direct support services and day-to-day activities.
3. Train, supervise and evaluate assigned personnel.
4. Operate various computers, and software, mechanical, hand, power tools, and other related equipment.
5. Maintain accurate inventory and records of equipment and supplies.
6. Communicate effectively orally and in writing.
7. Learn, apply and explain policies, procedures, rules, and regulations.
8. Maintain cooperative working relationships using tact, patience, and courtesy.
9. Prioritize and schedule work to meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: High school diploma and five years of custodial or janitorial work, two of which are in a supervisory role.

WORKING CONDITIONS:

ENVIRONMENT:
1. Indoor and outdoor work environment.

PHYSICAL ABILITIES:
2. Hearing and speaking to exchange information.
3. Dexterity of hands and fingers to operate a computer keyboard.
4. Seeing to view a computer monitor.
5. Bending at the waist, kneeling or crouching.

DATE APPROVED: October 10, 2005
RANGE: 5-52
EEO-CATEGORY: H-70