

**CUSTODIAL SUPERVISOR**

**DEFINITION**

Under general supervision, plans, organizes, and coordinates all of the cleaning services for the school district. This position reports directly to the Manager of Operations in the supervising of all custodial personnel and the responsibility of a district-wide program of custodial cleaning related to a large unified school district.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are characterized by the responsibility to perform supervisory tasks in the training and evaluation of custodial duties for the various facilities throughout the District; recommends and implements necessary procedures to effectively carry out these duties.

**OCCUPATIONAL GROUP**

Classified (Management)

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Assists school principals and administrators in the support of organizing, reviewing, and evaluating district custodial staff. **(E)**
2. Reviews and tests new products relating to custodial cleaning and participates in testing and evaluating those products in an effort to improve the utilization of the District custodial staff. **(E)**
3. Develops, reviews and implements a District custodial handbook. Establishes a District custodial training program for present staff and new hires. Maintains trained substitute custodial personnel. **(E)**
4. Reviews and tests new cleaning equipment for better usage, ease of maintenance, and improved cleaning results to assist the custodial staff. **(E)**
5. Provides inspection for the cleaning of restrooms, classrooms, offices, hallways, fixtures and equipment to ensure tasks are completed to a professional cleaning standard. **(E)**
6. Inspects buildings and makes reports concerning dangerous, unsightly, or broken equipment.
7. Assists school principals and administrators in scheduling the use of school facilities for social or civic activities.

8. Provides annual training and periodic upgrading to custodial cleaning methods and notifies site administrators of needed changes. **(E)**
9. Maintains an active participation in the interview and hiring process as well as transfers or promotions in regards to custodial staffing and disciplinary actions as it relates to custodial personnel.
10. Monitors and makes recommendations to school site principals regarding custodial budgets. **(E)**
11. May be required to respond to emergency call-outs on weekends and after regular working hours.
12. Provides vacation relief as needed and performs other duties as assigned.

**(E)** = Essential Functions

### **MINIMUM REQUIREMENTS**

#### **Knowledge of:**

- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and restroom fixtures;
- Cleaning materials, disinfectants, and equipment use and custodial work;
- Various trades and methods used in connection with construction and the maintenance of buildings.

#### **Ability to:**

- Supervise, organize, and instruct others effectively in custodial and maintenance work;
- Prepare work schedules for custodial employees;
- Prepare and submit written and oral reports;
- Establish and maintain time and cost records;
- Establish and maintain effective working relationships with others.

### **EXPERIENCE**

Five years of responsible experience in the custodial field including at least three years in a supervisory capacity in a comprehensive organization. Training and experience that would provide the required knowledge, skills, and abilities to accomplish the duties listed.

### **EDUCATION**

High school diploma or equivalent is required. An Associate of Arts degree or higher in a related or acceptable field desirable.

**WORKING CONDITIONS**

- Indoor and outside, district-wide environment;
- Contact with cleaning agents and chemicals;
- Seasonal heat and cold or adverse weather conditions, noise;
- Regular exposure to fumes, dust, odors, dirt;
- Subject to driving to various District locations to conduct work during the day and evening hours;
- Office and outside environment with multiple staff members;
- Subject to frequent interruptions and continual deadlines;
- Subject to various emergency situations.

**PHYSICAL ABILITIES**

- Lifting, reaching, pushing/pulling objects weighing up to 50 pounds;
- Moderate lifting; pushing and pulling heavy objects;
- Walking and standing for long periods of time;
- Hearing and speaking to exchange information in person to large groups of employees;
- Visual ability to read and to prepare/process documents and reports.

**ADDITIONAL REQUIREMENTS**

Must possess, or obtain prior to appointment, a valid California Driver's License. Must maintain insurability status under the District vehicle insurance policy.

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