



## PERSONNEL COMMISSION

**Class Code: 5245**  
**Salary Range: 18 (S1)**

### CUSTODIAL CREW SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a custodial crew; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Train, schedule, supervise and evaluate the performance of an assigned custodial crew; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; prepare required evaluation forms; recommend employee disciplinary actions as appropriate. **E**
- Inspect custodial runs, grounds, and buildings, check for potential safety hazards and maintenance needs; inspect rooftops, rain gutters and downspouts for obstructions; inspect site for fire safety and report wear or damage to the appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the cleanup of assigned facilities. **E**
- Oversee and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; install and fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report security issues to appropriate school administrators and District School Safety Branch; set alarms as appropriate. **E**
- Participate in and direct the cleaning and sweeping of campus buildings and grounds; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls. **E**
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; assemble and perform minor repairs to furniture and equipment as needed. **E**
- Participate in the thorough cleaning and restoration of facilities during vacation periods. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer

and assigned software, two-way radio and other office equipment; drive a personal or District vehicle to conduct work. *E*

- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors; turn boilers and heaters on and off and add chemicals as necessary. *E*
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; may set up, operate and maintain audio-visual equipment; clean up furniture, equipment and debris following these events. *E*
- Confer with assigned supervisor regarding custodial and maintenance needs of school buildings, grounds and facilities. *E*
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. *E*
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment; monitor emergency containers to assure proper water, food and supply inventory. *E*
- Communicate with local law enforcement and public safety personnel to provide information and directions to specific campus locations; participate in disaster drills; perform emergency shut off for major utility services; operate emergency generators as necessary. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS:**

Custodial Crew Supervisors plan, supervise and participate in custodial crew activities at a comprehensive high school in the evenings or may be assigned to a roving restroom or kitchen crew. Incumbents prepare cleaning schedules and train, supervise and evaluate the performance of custodial staff. Positions assigned to the high schools are supervised by the Plant Supervisor – High School and the site Principal. The work assignment is usually on a swing or graveyard shift or may include a weekend schedule.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of supervision and training.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Preventive maintenance for custodial and plant equipment.  
Laws, codes, regulations, policies and procedures related to custodial activities.  
Appropriate safety and sanitary precautions and procedures.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Proper lifting techniques.  
Operation of office equipment including a computer.

**Ability to:**

Plan, supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew.  
Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.  
Train, schedule, supervise and evaluate the performance of a custodial crew.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate a variety of custodial equipment.  
Estimate and order required custodial supplies and equipment.  
Maintain tools and equipment in clean working order.  
Move and arrange furniture and equipment.  
Observe and report safety hazards and need for maintenance and repair.  
Perform minor non-technical repairs.  
Observe safety and sanitary precautions and procedures.  
Plan and organize work.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Operate a computer, two-way radios and assigned office equipment.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require possession of a valid California Class C driver's license and are required to obtain and submit, at his/her own expense, his/her current

motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.  
Evening and weekend hours.  
Driving a personal or District vehicle to conduct work.  
Regular exposure to fumes, dust and odors.  
Exposure to cleaning agents and chemicals.  
Working on ladders.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a variety of custodial equipment.  
Walking or standing for extended periods of time.  
Seeing to perform custodial duties.  
Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights to replace light bulbs.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.