

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director Maintenance and Operations, organize and direct District custodial services to assure buildings and facilities are maintained in a clean, safe, orderly and secure condition; coordinate custodial personnel and/or grounds as needed, communications, projects and daily activities to meet District custodial needs; develop, implement and inspect custodial projects and daily activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct District custodial services to assure buildings and facilities are maintained in a clean, safe, orderly and secure condition; establish and maintain custodial time lines and priorities; monitor, evaluate and coordinate response to custodial needs and requests; assist in assuring related activities comply with established laws, codes, regulations, policies, standards and procedures.

Coordinate with site administrators custodial personnel, communications, projects and daily activities to meet District custodial needs; direct custodial communications, services and information between custodial personnel, work sites, administrators and others; resolve custodial issues, complaints and conflicts in a proper and timely manner; assure adequate custodial coverage for schools and other District sites.

Develop and implement custodial projects and daily activities; inspect completed projects for accuracy, completeness and compliance with established standards; provide input and feedback to custodial staff concerning work performance; confer with staff regarding custodial needs, projects, assignments and activities; monitor and adjust activities in response to custodial needs.

Train and evaluate the performance of assigned staff; interview and assist in the selection of employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate employee schedules and assignments, assign employee duties and review work to assure compliance with established requirements and procedures; arrange for substitute employees as needed.

Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities; organize and direct the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; assure proper vacuuming, spot cleaning and shampooing of rugs and carpets; supervise the cleaning of restrooms and assure facilities are stocked with adequate supplies. Monitor inventory of supplies and equipment. Assist Director with ordering of supplies and equipment.

Coordinate activities to assure proper pick up of paper and other debris from school grounds, walkways and areas adjacent to school facilities; assure proper emptying of waste receptacles; supervise the removal of gum, debris, cobwebs and graffiti; organize and direct the dusting, sanitation and wiping down of desks, furniture, doors, countertops, equipment and woodwork.

Conduct training activities for custodial personnel; explain custodial and related safety standards, techniques, practices, policies and procedures; train personnel concerning the proper use of custodial equipment and supplies including cleaning chemicals and solutions.

Custodial Supervisor

Page 2

Coordinate and supervise the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; supervise the clean-up of furniture, equipment and debris following these events; arrange and assure proper building maintenance during special events.

Develop schedules, methods, standards and procedures for providing custodial services; recommend and assist in the implementation of custodial goals and objectives; assure proper implementation of approved policies and procedures.

Compile information and prepare and maintain a variety of records, reports and files related to inspections, projects, personnel, schedules, attendance, inventory and assigned activities; and prepare work order and purchase order requests.

Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues and concerns; prepare, distribute and respond to a variety of correspondence.

Operate standard office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and participate in various meetings as assigned; prepare and present oral and written reports to management regarding custodial issues and activities as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of the operations and activities involved in the cleaning of District buildings and facilities.

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

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

Inventory practices, procedures and requirements for custodial activities.

Applicable laws, codes, regulations, policies and guidelines pertaining to school custodial services.

Practices, procedures and techniques involved in the development and implementation of custodial projects and daily activities.

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

Principles and practices of effective management, supervision and training.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Record-keeping and report preparation techniques.

ABILITY TO:

Organize and direct District custodial services to assure buildings and facilities are maintained in a clean, safe, orderly and secure condition.

Coordinate custodial personnel, communications, and daily activities to meet District custodial needs.
Select, train and evaluate the performance of assigned personnel.
Develop and implement custodial projects and daily activities.
Inspect completed projects for accuracy, completeness and compliance with established standards, requirements and procedures.
Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities.
Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Observe health and safety regulations.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate clearly and effectively both orally and in writing.
Prepare and maintain various records and reports related to assigned activities.
Establish and maintain effective working relationships with administrators, staff and others encountered in the course of work.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and four years increasingly responsible custodial experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to inspect custodial activities and read a variety of materials.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to cleaning agents and chemicals.

DATE WRITTEN: 12/14/15

BOARD APPROVED: 01/13/16

P.C. APPROVED: 01/27/16