BUENA PARK SCHOOL DISTRICT

CUSTODIAL & SECURITY SUPERVISOR
(Management)

DEFINITION:

Under the direction of the Director of Facilities, Maintenance & Operations, and Transportation (FMOT), plans, organizes, coordinates, and directs staff, functions, and activities related to custodial services and security. Implements and refines procedures, protocols, schedules, and staffing to meet District specified cleaning standards and to safeguard district assets and staff. Inspects, monitors, reviews, and audits District custodial & security functions/activities. Takes corrective action as needed. Participates in the formulation of district policy as called upon, and serves as a member of the Management Team. Performs other duties as required.

EXAMPLES OF DUTIES:

- Manages night custodial staff.
- Assists with supervision of summer custodial programs and personnel.
- Implements and refines procedures, protocols, schedules, and staffing to meet District specified cleaning standards and security requirements.
- Adheres to a cost effective and cost beneficial operational mode.
- Develops and manages inventory cost control system/procedures for custodial supplies & material inventories.
- Operates, maintains, and uses custodial and specialized cleaning equipment, and trains staff on proper use, maintenance, and storage of such equipment.
- Trains staff on the proper use and storage of chemicals.
- Confers with Director of FMOT, site administrators and District staff and keeps all parties informed on matters relating to the overall sanitation, operating condition, and security of each facility.
- Conducts site inspections to ensure standards of health, safety, good housekeeping, and cleaning schedules are maintained and report/resolve any discrepancies.
- Develops anti-graffiti campaign/procedures to systematically address this issue.
- Implements preventive maintenance programs
- Manages security contracts, programs and services.
- Responds to alarm notifications from security/alarm firms.
- Identifies night lighting issues on campus and works with Director FMOT to resolve.
- Provides early evening, after-hours managerial support for the Transportation Department.
- Administers employee evaluations.
- Performs other duties as required

QUALIFICATIONS:

Knowledge of:

- Methods, materials and equipment related to the cleaning and maintenance of various surfaces, furniture, fixtures and equipment common to schools.
- Health standards.
- Safety practices and procedures relating to the handling, use and storage of cleaning chemicals, products and equipment.
- Security protocols.

Ability to:

- Work without supervision, maintain schedules, coordinate and instruct the work of others.
- Perform heavy physical labor to include lifting, pulling, and pushing.
- Carry out and understand written and oral instructions in English, prepare reports and keep records.
- Establish and maintain cooperative working relationships through the use of tact, judgment and courtesy.
- Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE:

Three years' custodial work experience plus one year's experience in security, any combination of training and experience which would likely provide the required level of expertise and ability. Two years' supervisory experience required.

EDUCATION:

Equivalent to the completion of the twelfth grade. Associate of Art's and/or Bachelor's degree preferred.

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier and clearance via fingerprint check.

WORK HOURS:

Normal work hours: Monday through Friday from 2:00 p.m. to 10:30 p.m. with a 30-minute meal break. During summer months when school is not in session: Monday through Friday from 8:00 a.m. to 4:30 p.m. with a 30-minute meal break.

Board Approved: 4-11-22