



## **JOB TITLE: CUSTODIAL SUPERVISOR**

Classification: Supervisor  
Salary Range: 10

Retirement Type: PERS\*  
Revised/Board Approved: May, 2000

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### **BASIC FUNCTION:**

Under the direction of the Head Custodial Supervisor, oversee the operations and activities of the custodial crew; assure assigned campus areas are in a clean, orderly and secure condition; train, supervise and evaluate assigned staff.

### **REPRESENTATIVE DUTIES:**

Plan, schedule, assign work, and monitor various cleaning and custodial functions; inspect assigned site and report condition of the facility.

Train staff in the proper use of machinery and procedures; attend and conduct safety meetings.

Supervise and evaluate the work performance of assigned custodial staff; discipline as appropriate according to established procedures; participate in the selection process as requested.

Prepare and maintain a variety of records related to assigned duties including work orders.

Supervise assigned staff who is responsible for custodial activities such as sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets, spot clean and shampoo carpets, clean restroom, classrooms, offices, and other work areas; direct the operation of related custodial equipment.

Communicate with other regarding work requests, projects, complaints and other issues related to custodial activities.

Direct and coordinate the relocation of furniture around campus and set up facilities for special events and activities.

Participate in the employment selection process for custodial positions.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

Any combination equivalent to: graduation from high school and two years increasingly responsible custodial experience and one year of supervisor experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

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

Requirements of maintaining school building in a safe, clean and orderly condition.

Principles and practices of supervision and training.

Appropriate safety precautions and procedures.  
Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.  
Basic record-keeping techniques.  
Proper lifting techniques.  
Basic personal computer operations.

Abilities/Skills:

Plan, schedule, and coordinate custodial operations for an assigned crew.  
Assign and inspect the work of others.  
Train, supervise and evaluate personnel.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Apply and explain procedures and use of equipment and supplies in custodial work.  
Use cleaning materials, equipment and methods according to pre-determined standards.  
Observe and report need for maintenance and repair.  
Understand and follow oral and written directions.  
Meet schedules and time lines.  
Communicate effectively with others.  
Read and write at the level required for successful job performance.  
Operate personal computer.

Licenses or Other Requirements:

Valid California Driver's license

**WORKING CONDITIONS:**

Indoor and outdoor environment.  
Regular exposure to fumes, dust and odors.  
Hearing and speaking to exchange information.  
Seeing to monitor work.  
Standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Pushing and pulling cleaning equipment.  
Lifting and moving heavy furniture and equipment.  
Climbing ladders.  
Exposure to cleaning chemicals.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.