

CUSTODIAL SUPERVISOR

CLASS SUMMARY

Under direction – supervise, inspect, schedule, evaluate, and participate in the work of custodial personnel; perform related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Supervises, inspects, and assists a crew of custodial personnel engaged in the cleaning of campus facilities; instructs subordinate employees in the proper and safe use of materials and equipment; inspects buildings to determine if proper custodial methods are being followed and standards maintained; confers with supervisor regarding care and cleaning problems and needs; trains and evaluates subordinate employees; evaluates cleaning products; maintains daily time records; schedules employees; keeps simple records.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the appropriate campus administrator and supervises a large staff of Custodians assigned to the late night and early morning shift.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Three years of increasingly responsible experience in custodial work.

Knowledge and Abilities

Knowledge of: the methods, materials, supplies and equipment used in custodial work; the methods for laying out custodial work and equalizing areas and workloads; the methods and principles of supervision and training; the sources of information for custodial methods, equipment, materials, and standards of performance; basic arithmetic.

Ability to: evaluate, train and supervise personnel, ability to follow oral and written directions; ability to work cooperatively with instructors, students, and others; ability to keep simple records.