

Goleta Union School District

Custodial Supervisor

Basic Function

Under the direction of the Head of Maintenance, Operations and Transportation, oversee the operations and activities of the Custodial Department; maintain appropriate inventory levels of District custodial supplies; train and evaluate the work performance of assigned custodial personnel.

Representative Duties

Oversee the operations of the Custodial Department; assist in the planning, development and implementation of orientation and training programs for custodial personnel. E

Plan, schedule, assign work, and monitor various cleaning and custodial functions; inspect assigned site and report condition of facilities; assure assigned campus areas are in a clean, orderly and secure condition. E

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure and arrange for proper coverage of custodial staff notifying substitute staff. E

Make recommendations regarding District-wide and other purchases of equipment, furniture and custodial stock; maintain inventory of stock and purchase materials according to established procedures; deliver stock to sites as needed; prepare cost estimates, meet with vendors and make recommendations to appropriate authority regarding appropriate vendor. E

Prepare and maintain a variety of records related to assigned duties, including work orders, requisitions and time sheets for assigned staff. E

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

Set up conference rooms, board room or other facilities for special events and meetings according to established time lines; assure proper custodial coverage of special events and meetings; schedule facility use for community events. E

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. E

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Proper methods, materials, tools and equipment used in custodial work and non-technical maintenance.

Requirements of maintaining school buildings 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, black boards, carpets, furniture, walls and fixtures.

Record-keeping techniques.

Pest control management techniques.

Proper methods of storing equipment, materials and supplies.

Fire safety regulations and fire extinguisher servicing.

Proper lifting techniques.

Interpersonal skills including tact, patience and courtesy.

Ability to:

Plan, schedule, and coordinate custodial operations at an assigned District site.

Custodial Supervisor

Assign and inspect the work of others.

Train, supervise and evaluate personnel.

Work independently with little direction.

Properly estimate quantity of required custodial supplies and equipment.

Interpret, apply and explain procedures and use of equipment and supplies used in custodial work.

Inspect and assure the security of facilities.

Perform minor non-technical repairs.

Observe and report need for major maintenance and repair activities.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively with others.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and three years of increasingly responsible custodial experience including one year of experience in a lead capacity.

Licenses and Other Requirements

Valid California Driver License.

Working Conditions

Environment

Indoor environment.

Physical Demands

Heavy physical labor.

Standing for extended periods of time.

Lifting, carrying, pushing, pulling, or moving heavy objects.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders.

Hazards

None