

CUSTODIAL SUPERVISOR

DEFINITION

Supervises and participates in the work of one or more custodial crews which provide custodial services necessary to maintain a college campus or facility in a clean and orderly condition for effective use by students, faculty, staff and the public.

TYPICAL DUTIES

- Participates in, supervises, and reviews the work of a custodial crew.
- Assures adherence to prescribed policies, procedures, work standards, and related requirements in assigned area.
- Instructs subordinates in the safe use of ladders, cleaning solvents, custodial equipment, and cleaning techniques.
- Responds to emergency and maintenance calls and assigns staff to perform cleanup and related custodial work.
- Maintains time reports and other staff records.
- Inspects the work of custodial staff.
- Cleans and or dusts walls, desks, furniture, cabinets, light fixtures, venetian blinds, lockers, etc.
- Mops, sweeps, strips, seals, waxes, and polishes floors.
- Gathers and disposes of rubbish, paper, and other debris.
- Moves and sets up chairs, tables, desks, furniture, and equipment as required for classroom and special activities.
- Vacuums, shampoos, and spot treats carpeting.
- Services soap dispensers, towel and tissue boxes, etc.
- Cleans windows, chalkboards, trays, and erasers.
- Sweeps and cleans walks, lunch areas, parking lots, tennis courts, and other paved areas.
- Makes arrangements for supplies and equipment.
- May supervise recycling activities.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Custodial Supervisor** serves as an assistant shift supervisor for a group of Custodians which is sufficiently large to require intermediate levels of supervision to assure custodial assignments are completed in an effective, efficient, and timely manner; or may serve as a shift supervisor for a group of Custodians which is sufficiently small to allow personal and immediate supervision of all custodial activities on the shift; may perform a variety of custodial work.

A **Senior Custodial Supervisor** is responsible for all custodial activities on an assigned shift which has multiple custodial crews at a college campus.

A **Custodian** performs a variety of cleaning and custodial tasks alone or as a member of a custodial crew.

SUPERVISION

General supervision is received from a Senior Custodial Supervisor or Operations Manager. Immediate supervision is exercised over Custodians.

CLASS QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work
- Principles of supervision and training
- Custodial sanitation and sterilization methods and techniques
- Proper and safe use and storage of cleaning compounds
- Proper and safe use of ladders
- Common custodial tools and equipment
- Safe lifting and moving techniques
- Applicable fire and safety rules and regulations
- Principles of recordkeeping
- Basic features of computer equipment
- Proper and safe use of equipment used for window washing

Skill in:

- Operation of common custodial tools and equipment

Ability to:

- Plan, coordinate, schedule, and supervise the work of a small custodial crew
- Train and advise subordinates on the use of custodial methods and techniques
- Train and advise subordinates on the use of custodial tools and equipment
- Read and interpret labels on cleaning compounds and advise subordinates on proper use and potential hazards
- Perform sustained physical work
- Give clear and concise oral and written instructions
- Safely lift and move moderately heavy furniture and equipment (35 lbs)
- Work effectively and harmoniously around college students, faculty, staff, and community members
- Maintain records of supplies and equipment
- Learn rules, regulations, agreements, and procedures affecting custodial staff
- Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent AND one year of full-time paid custodial experience.

AND

Successful completion of three college semester units, or 60 hours at an adult school, in a supervision or management course, or any equivalent combination of coursework.

Special Note: Successful completion of LACCD Supervising Building and Grounds Personnel 101 and/or 102 training courses will be accepted as qualifying.