

SENIOR CUSTODIAL SUPERVISOR

DEFINITION

Plans, coordinates, supervises, and reviews all custodial activities on an assigned shift which has multiple custodial crews at a college campus.

TYPICAL DUTIES

Plans, coordinates, supervises, inspects, and evaluates the work of multiple custodial crews.
Assures adherence to prescribed policies, procedures, work standards, and related requirements in assigned area.
Makes adjustments to the daily work schedule based on available workers and project requirements.
Responds to emergency and maintenance calls and assigns staff to perform cleanup and related custodial work.
Arranges for supplies and equipment as needed.
Maintains time reports and other staff records.
Demonstrates the safe and proper use and storage of cleaning compounds.
Demonstrates the safe and proper use of custodial tools and equipment.
Develops or assists in the development of custodial work procedures.
Develops or assists in the development of standards of performance for a custodial crew.
Assists in the development of and conducts monthly safety training meetings.
Prepares reports related to custodial activities.
Prepares requests for and maintains an inventory of custodial supplies.
Moves and/or supervises the moving of equipment or furniture.
May supervise recycling activities.
May act for the Operations Manager in his/her absence.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

An **Operations Manager** plans, coordinates, and directs the custodial and operational activities of a college campus.

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.

SUPERVISION

General supervision is received from facilities management personnel. General supervision is exercised over Custodial Supervisors. Immediate supervision is exercised over Custodians.

CLASS QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work
- Rules, regulations, agreements, and procedures affecting custodial staff
- Principles of work scheduling
- Principles of supervision and training
- Custodial sanitation and sterilization methods and techniques
- Proper and safe use and storage of cleaning compounds
- Methods used in inventory control of custodial supplies
- Proper and safe use of ladders
- Proper and safe use of common custodial tools and equipment
- Safe lifting and moving techniques
- Applicable fire and safety rules and regulations
- Basic mathematical functions of multiplication, addition, and subtraction
- Proper and safe use of equipment used for window washing
- Principles of recordkeeping
- Basic features of computer equipment

Ability to:

- Plan, coordinate, schedule, and supervise the work of multiple custodial crews
- 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
- Give clear and concise oral and written instructions
- Work harmoniously with college staff and the public
- Maintain accurate records
- Order and maintain an inventory of supplies
- Prepare reports related to custodial activities
- 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 in a supervisory capacity.

AND

Successful completion of six college semester units, 120 hours at an adult school, in supervision or management courses, 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.