

CUSTODIAL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and administrative position responsible for organizing and directing the custodial care and cleanliness for a school district. The incumbent oversees the daily activities of the cleaning staff and performs all personnel functions including interviewing, training, performance appraisals and counseling. This class differs from that of Head Custodian by virtue of the more complex and complete supervisory responsibilities. The work is performed under general direction of an administrative employee with considerable latitude for the exercise of independent judgment in planning and carrying out routine assignments. Direct supervision is exercised over cleaners, custodial workers, custodians, security staff or other subordinate personnel. An employee in this class may be required to work hours other than the normal work week and travel between buildings on a daily basis.

TYPICAL WORK ACTIVITIES:

1. Assigns subordinates to their duties on a scheduled basis;
2. Makes periodic inspections of buildings to check on general cleanliness and ensures quality performance of assigned work;
3. Maintains cleaning supply inventories and oversees distribution to cleaning staff;
4. Instructs new employees in cleaning procedures;
5. Maintains a continuous evaluation of the cleaning program and efficiency of cleaning staff, and provides oral or written reports as requested;
6. Meets with vendors, evaluates new products and equipment, and makes recommendations for the purchase of cleaning supplies;
7. Reports malfunctioning of lighting, heating, and fire protection equipment to maintenance personnel;
8. Responds to security alarms or police calls;
9. May monitor scheduling of events and coordinate any set-up activities required;
10. May be required to check and maintain the security of buildings in area of responsibility;
11. May be required to receive supplies and check against packing slips and purchase orders;
12. May be required to deliver mail and supplies to other schools; deliver monies to district office, banks;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning practices, supplies and equipment; ability to utilize supplies and equipment economically and efficiently; ability to plan, assign and supervise the work of others; ability to evaluate cleaning supplies and equipment; ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; ability to communicate effectively; thoroughness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of full-time work experience in large scale building cleaning or janitorial work, at least two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 08/09/94

REVISED: 11/05/97 4/19/19