

Range 15  
Hours/day 8  
Hours/week 40  
Months/year 12

SHASTA - TEHAMA - TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Custodial Services Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and supervise custodial services and personnel engaged in the general cleaning of campus facilities, establish schedules, train and instruct custodial employees in established work methods and procedures. Employee in this classification receives limited supervision within a framework of standard policies and procedures. This job class is responsible for the supervision, training and instruction of custodial employees and for ensuring that custodial operations and services meet the standards and needs of the District.

SUPERVISOR: Director, Physical Plant Services

TYPICAL DUTIES:

- Plans, organizes and supervises the work of custodial personnel engaged in the general cleaning of campus facilities and buildings.
- Trains and instructs custodial staff in work methods and procedures.
- Provides monthly safety training program for all custodial staff.
- Recommends appropriate staffing levels and requirements. Assists in the hiring and orientation of staff.
- Maintains O.T. rotation list and list of substitute custodians and coordinates substitute custodial needs.
- Assists in developing custodial budget. Maintains custodial supplies inventory' reorders when necessary and delivers supplies to custodial staff as needed.
- Establishes and maintains appropriate logs and records for departmental and District use; prepares related reports as assigned.
- Inspects facilities on an on-going basis to ensure that established standards of custodial care are maintained.
- Provides appropriate response to any grievances originating in the custodial services department.
- Responsible for formal evaluations of custodians.
- Substitutes for the Director of Physical Plant Services in his/her absence as assigned.
- Performs other related duties similar to the above in scope and function as required.

## EMPLOYMENT STANDARDS

### Possession of:

- a valid and appropriate California Driver's License.

### Knowledge of:

- modern cleaning methods, materials, tools and equipment.
- custodial training methods and practices.
- the safe use and operation of equipment and chemicals used in custodial work.
- appropriate health and safety regulations pertaining to custodial work, equipment, and chemical used.
- the care and maintenance of custodial equipment and tools.
- proper supervisory methods and practices.

### Ability to:

- learn District policies and procedures related to custodial work operations.
- carry out a variety of directives and policies in an independent and effective manner.
- train, direct and supervise the work of others.
- plan and implement work schedules of custodial services with optimum time management.
- establish and maintain appropriate logs and records and to prepare reports as requested.
- safely and effectively supervise the use of cleaning equipment, chemicals and materials.
- effectively and tactfully communicate in both oral and written forms.
- meet the physical requirements necessary to safely and effectively perform required duties.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

### Education/Experience:

Completion of twelfth grade or equivalent. Five years of custodial and general building maintenance experience, or which at least two years includes supervisory responsibilities.

3/99

Revised 7/00

Updated 7-11-07