

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under the supervision of the Director of Maintenance, Operations and Transportation, organizes and coordinates work assignments, supervises district custodial personnel ensuring custodial personnel are providing neat, clean, and sanitary facilities; trains custodial staff on appropriate cleaning methods, procedures and practices; observes custodians and determines needs for training; develop and provide appropriate training as needed, either individually or in groups; review and test new and existing equipment and supplies and makes recommendations for replacement.; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Daily assignment of custodial personnel; make manpower adjustments according to current needs; ensure coverage of special activities or special events; authorize overtime, with the approval of the Director of Maintenance, Operations and Transportation.

Confer with Principal or Assistant Principal regarding custodial activities, special events and issues; interact with outside clubs, agencies, and others using site facilities for meetings, events, or functions.

Inspect facilities and grounds and contact proper authority if fire, safety, security or other related problems occur.

Coordinate the set-up and cleaning for special events, meetings and other school activities.

Perform minor maintenance of custodial equipment and materials.

Perform minor repairs and adjustments to building fixtures and equipment; repair lockers; report need for repair to the Director of Maintenance, Operations and Transportation.

Operate and maintain custodial equipment, demonstrate the proper and safe use of materials and equipment to assigned personnel, operate vehicle as directed incidental to work activities to travel to and from District sites.

Inspect District sites to ensure that safety and cleanliness standards are met and work is completed according to instructions.

Assist in ordering and maintaining custodial materials and supplies; maintain custodial equipment and supplies inventory according to established requirements.

Train, supervise and evaluate the performance of assigned personnel; assign and review work, counsel personnel as appropriate, prepare and maintain employee attendance reports.

Assess the needs of custodial personnel for periodic and on-going training; develop and present training for custodial staff in a variety of custodial activities and working functions.

Develop and provide training for custodial personnel in Department standards and requirements of assuring District sites are maintained in a clean, orderly, safe and secure condition.

Develop and provide training for custodial personnel in modern and proper cleaning methods, techniques, materials, tools and equipment used to clean floors, carpets, furniture, walls, restrooms, and fixtures.

Develop and provide training for custodial personnel in appropriate work habits including interpersonal skills using tact, patience and courtesy; safety precautions and procedures; proper lifting techniques; health and safety regulations.

Inspect custodial personnel’s work for accuracy, completeness and compliance with established standards and procedures, and develop training plans for improvement wherever it may be needed.

Review and assess current custodial practices and methods and make recommendations for improving efficiency and quality of services; develop programs to train custodial personnel to implement changes.

Responds to custodial issues on District property after hours, on weekends and holidays.

SUPERVISION:

A Custodial Supervisor exercises direct and first line authority over assigned custodial personnel.

QUALIFICATIONS:

Must satisfactorily meet the CCUSD Minimum Standards of Employment and Training which includes possession of a valid California Driver’s License; must be insurable by the District’s insurance company; must be free of any felony and certain misdemeanor convictions; have good moral character; be a high school graduate or equivalent; and meet pre-employment requirements including physical exam with drug testing, reading/writing ability exam, and pass a comprehensive background investigation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern cleaning methods, material and equipment used in custodial work.
- Proper methods of storing equipment, materials and supplies.
- Knowledge of cleaning supplies hazards and Material Safety Data Sheets (MSDS).
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Principles and practices of supervision and training.
- District organization, operations, policies and techniques.
- Basic fire, safety and security regulations for school facilities.
- Applicable laws, codes, regulations and objectives.
- Use of a Computer for record keeping, maintenance requests. And inventory control.
- Geographic area and locations of schools and offices within the District Organizational hierarchy, key personnel, and respective responsibilities within the District Emergency procedures and safety practices implemented by the District.

Correct English usage, spelling, punctuation, and grammar.

ABILITY TO:

Use and instruct others in the proper use of cleaning equipment and materials.

Perform multiple tasks, exercise sound judgment, and make quick decisions in emergency situations.

Exercise discretion in the handling of confidential information.

Maintain a high level of production and work at a fast pace.

Accurately retain and recollect detailed information and maintain detailed records from a variety of sources.

Train, supervise and evaluate assigned custodial staff.

Initiate effective and timely responses to custodial issues and requests.

Operate a two-way radio to communicate with custodial, security, and administration staff.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain a positive working relationship with others.

Prioritize, plan and organize work.

Communicate effectively, both orally and in writing.

Deal tactfully with District employees and the public.

Perform routine clerical work.

Maintain consistent, punctual and regular attendance.

Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent. Minimum of three year of full-time experience as a school custodian; one year of experience as a Lead Custodian or Supervisor. Any other combination of training and/or experience that could likely provide the desired skills, knowledge, abilities and traits may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

The following professional certifications must be attained within the first year of employment:

FEMA IS-00100.SCa: Incident Command System for Schools

Basic first aid, CPR and AED procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environment.

Indoors and outdoors.

Continuous walking of District sites.

Driving a District vehicle to conduct work during daylight and nighttime hours and in adverse weather conditions.

Exposure to dissatisfied and/or abusive individuals.
After-hours call-outs.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally.
Standing or sitting for extended periods of time.
Walking over rough or uneven surfaces.
Climbing stairs and/or ladders.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information.
Seeing to read, prepare and proofread documents, and perform assigned duties.
Lifting in excess of 75 pounds.

HAZARDS:

Potential physical hazards involved in intervening in campus disturbances and other anti- social and illegal behavior, contact with dissatisfied or abusive individuals; exposure to hazardous chemicals and fumes/vapors.