



Position Title: Assistant Supervisor (Custodial)
Reports To: Campus Services Director
Department: Custodial Services
Prepared By/Date: Jenny Medina/6-21-2010
Approved By/Date: Judy Schmelzer/6-21-2010
Revised: Jennifer C. Brito/7-26-2010

Job Code: 4209-00E
Job Group: SNE
Salary Grade: 13
FLSA Status: Non-Exempt

Summary:

Supervises custodial activities in the cleaning and maintenance of building facilities. Assigns, schedules, and supervises large group of full and part-time custodians in cleaning and maintaining buildings. Is responsible for receiving and issuing custodial supplies and equipment.

Essential Duties and Responsibilities:

- Supervises and inspects work done by custodial crews.
- Reviews cleaning challenges with subordinate supervisors.
- Initiates work assignments for direct and indirect reports.
- Assesses problems in the buildings and reports findings to superior.
- Reviews campus services work orders and delegates tasks associated with requests.
- Supervises and participates in routine clerical work.
- Prepares daily work schedules and monitors for changes as needed.
- Instructs new employees in cleaning methods and operations of equipment.
- Tests cleaning supplies.
- Checks and makes minor repairs to equipment.
- Makes recommendations concerning the selection and procurement of supplies and equipment.

Knowledge, Skills and Abilities:

- Extensive knowledge of housekeeping techniques and methods.
- Thorough knowledge of related housekeeping equipment appliances.
- Knowledge of security procedures and requirements.
- Knowledge of materials, methods, implements, and devices used in cleaning building areas.
- Knowledge of the operation and care of vacuum cleaners, scrubbing machines and general housekeeping equipment.
- Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals.
- Ability to apply common sense to carry out instructions furnishes in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to plan and schedule a daily work program in order to cover the work of absent employees.
- Ability to direct a large group of personnel and maintain high standards of performance and morale.
- Ability to supervise logistical setup for all special events on campus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate’s degree (A.A.) or equivalent from two-year College or technical school and eight (8) years of related experience
- Minimum of three (3) years’ experience in the field of custodial maintenance or security services and supervisory responsibility for clerical personnel required; or equivalent combination of education and related experience.
- Must be able to work a flexible schedule that may include periodic evening and weekend assignments.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name