



Position Title: Part-Time Custodian Supervisor

Job Code: 8306-00E

Reports To: Department Supervisor

Grade: CI

FLSA: Non-Exempt

Job Description:

The Part-Time Custodian Supervisor is responsible for the supervision of designated custodial crew for a specific facility. This individual is also responsible for completing an Area Assignment Checklist of the work completed and all work is performed under relatively close supervision.

Duties & Responsibilities:

- Supervises and inspects work done by custodial crews, reviews problems with supervisor and issue work assignments as best deemed appropriate
- Provides leadership in coordinating schedules and supervising part-timers custodian of designated area
- Routinely inspects buildings and reports findings to superior
- Creates reports and writes and/or reviews work orders
- Provides training and instruction to new employees in their assigned duties and responsibilities
- Provides support on the operation of equipment, use of cleaning chemicals and the disposal of such
- Performs routine checks to maintain equipment
- Performs minor repairs to equipment
- Performs other duties as assigned

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:

- High School Diploma and two (2) years of experience in building cleaning and custodial work
- Knowledge of the materials, methods, implements and devices used in cleaning building area
- Ability to understand English and follow oral and written instructions
- Forklift training and/or certification desired but not required
- Must possess strong leadership, organizational and interpersonal skills
- Must possess considerable knowledge of the operation, use and care of vacuum cleaners, scrubbing machines, polishing machines and general house-keeping equipment
- Be able to work under pressure and time limit (due to schedule and last minute job requests)
- Posses sufficient physical strength and able to perform a variety of janitorial tasks related to the care and maintenance of buildings and equipment
- Must be able to work in a team setting

- Must be able to lift heavy weight (up to 60 lbs)
- Must be able to work weekends, holidays and evening hours, as required during special assignments outside the scheduled shift hours

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name