

**CUSTODIAL SHIFT SUPERVISOR**

**DEFINITION**

Under direction of the Maintenance and Operations Supervisor, plans, organizes and assumes principal supervisory responsibilities over assigned shift custodial crew.

**EXAMPLES OF DUTIES**

Plans, organizes, supervises, schedules and coordinates the activities of assigned shift custodians and lead personnel; coordinates the custodial activities with other shift supervisors to ensure optimum coverage for these shifts.

Assists in the selection and hiring of custodians; assists in developing and regularly conducts or arranges training sessions for custodial personnel covering areas such as cleaning techniques and safety practices; effectively conveys instructions and department expectations and standards to custodial crew.

Makes regular, thorough inspections to ensure the cleanliness and safety of buildings, equipment and other campus facilities; confers with Lead Custodians to determine or prioritize routine cleaning, special projects or other assignments.

Monitors and evaluates the performance of custodial and lead personnel.

Performs payroll related activities, such as verifying and approving timecards, approving and recording leaves of absence, and preparing and submitting timesheets.

Maintains inventory control of supplies; with the assistance of Lead Custodians, determines amount and location of needed supplies; submits request; ensure adequate and timely distribution of supplies.

Confers with staff from various departments regarding a variety of special campus events and activities; determines custodial needs; coordinates and schedules crew for set up, take down and cleanup activities.

Assists Maintenance and Operations Supervisor with special projects; field tests a variety of products; makes recommendations for the purchase of products in bulk or equipment, recognizing product quality and cost effectiveness.

Develops and documents a preventive maintenance routine for vacuum cleaners, floor cleaning equipment, electric carts and other custodial equipment.

May assume principal responsibility for additional crews in the absence of the Maintenance and Operations Supervisor.

## **EXAMPLES OF DUTIES (continued)**

Responds to emergency calls, if necessary, and takes appropriate action resolve matters; directs and coordinates emergency procedures and crew in the event of a disaster.

Ensures that all custodial duties are performed in a safe and timely manner.

Attends and participates in management development programs, seminars and workshops, as needed.

## **SUPERVISION**

Direction is received from the Maintenance and Operations Supervisor. Supervision is exercised over Lead Custodians, Custodians, temporary and student workers.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods, materials and equipment used in custodial work.

Scheduling and supervision techniques.

Training techniques.

Basic record keeping.

Methods used in inventory control.

Proper methods of storing equipment, materials and supplies.

Safe work practices.

### **Ability to:**

Plan, organize, supervise and coordinate the activities of a large custodial crew.

Assess the need for custodial services and take appropriate action.

Train, evaluate and inspect the work of custodial personnel.

Communicate effectively with others.

Convey instructions and standards to custodial crew in a clean and concise manner.

Establish and maintain effective working relationships and good staff morale.

## **QUALIFICATIONS (continued)**

Read and write at a level necessary to perform duties.

Interpret and follow oral and written instructions.

Maintain accurate records.

## **SPECIAL REQUIREMENTS**

A valid Class 3 California driver's license. Must be available to respond to emergency calls. To work flexible hours including graveyard shift.

## **EMPLOYMENT STANDARDS**

### **Training and Experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Two years experience with the District in the class of Lead Custodian, supplemented by coursework in supervision, work distribution and management techniques.

Three years experience performing custodial work, including at least one year supervising the activities of a custodial crew.