

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Custodial Operations Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction of the Assistant Director of Maintenance, plans, organizes, manages and evaluates custodial services for all district sites on various work shifts; functionally supervises, oversees and monitors custodial operations and is jointly responsible with site administrators for direct management of school site custodial staff; develops and implements districtwide custodial cleaning standards; develops, delivers and arranges training programs for custodial staff; reviews custodial work performance through conferences, field inspection and analysis of records, reports and completed work orders; and performs related duties as assigned.

Duties are carried out independently within the framework of established policies, procedures and guidelines to ensure a clean, healthy and safe environment for students and staff.

SUPERVISOR: Assistant Director of Maintenance

TYPICAL DUTIES

1. Plans, organizes, manages and evaluates the work of custodial services staff; with other district staff, participates in establishing operational plans and initiatives to meet custodial goals and objectives; develops and implements custodial work plans, work programs, processes, procedures and policies required to optimize custodial efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. In coordination with site administrators, plans the performance of the custodial staff; is jointly responsible with site administrators for establishing performance requirements and personal development targets and for evaluation of those requirements and targets; monitors performance and provides coaching for performance improvement and development; in coordination with site administrators may initiate and take disciplinary action.
3. Provides input for annual employee performance evaluations.
4. Provides leadership and coaches staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals and core values; provides leadership and participates in program and activities that promote workplace diversity and a positive employee relations environment.
5. Develops and implements district-wide custodial cleaning standards; maintains and updates custodial policies, procedures and handbooks; develops, delivers and arranges training programs for custodial employees; conducts periodic inspections of sites to evaluate implementation and need for corrective action; ensures timely inspection of the cleaning and care of rooms, restrooms, halls, buildings, fixtures and equipment requiring activities such as sweeping, mopping, scrubbing, polishing, dusting, waxing, buffing, disinfecting and related duties.

6. Supervises routine cleaning and assigns custodians to perform special projects and set up for special events at the District Office.
7. Coordinates and assigns substitute or relief personnel to cover vacant positions due to vacation, illness or other absences.
8. Communicates with vendors or others to research, test and evaluate products, equipment and techniques; selects supplies, equipment and other operations materials as it relates to the custodial operations.
9. Prepares and maintains a variety of records and reports including schedules, inventories, cost estimates, and hazardous materials records as it relates to custodial operations.
10. Operates a computer with modern software including word processing, spreadsheets, graphing, charts, etc.
11. Participates in training and professional development as required.
12. Performs other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods of planning, organizing, prioritizing, scheduling, and coordinating custodial services activities.
- Requirements for maintaining office and school buildings and grounds in a clean, safe and orderly condition.
- Application of federal, state and local laws, codes, regulations and guidelines pertaining to school custodial services.
- Methods, materials, supplies and equipment used in custodial work.
- Hazardous Communications / Materials Safety Data Sheets.
- Minor repairs to housekeeping equipment.
- Principles and practices of public administration, including purchasing, budgeting and maintaining public records.
- OSHA and Cal OSHA safety regulations, safe work practices and safety equipment related to work.
- Principles, practices and techniques of group process facilitation and conflict resolution.
- Principles and practices of sound business communication.
- Principles and practices of effective management and supervision.
- School district functions, policies, rules, and regulations.

Ability to:

- Work a variety of schedules to provide oversight and supervision of employees scheduled on regular weekday day and evening shifts, and occasional weekend shifts.
- Plan, organize, coordinate, schedule and manage district-wide custodial services.
- Select, motivate and evaluate staff and provide for their training and development.
- Prepare, administer and monitor a department budget.
- Read, analyze, interpret, apply and explain rules, regulations, policies, procedures and other written documentation such as service manuals.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls.

- Estimate quantity and types of supplies and material needed.
- Evaluate the effectiveness of various supplies and equipment.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials using computer programs and software.
- Analyze situations effectively and adopt appropriate courses of action.
- Communicate clearly and effectively, both in writing and orally.
- Exercise sound independent judgment within general policy guidelines.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain cooperative working relationships with District management, administrators, teachers, staff, vendors, contractors and others encountered in the course of work.
- Be a self-motivated team player with the ability to work independently, influence and collaborate with diverse constituencies.
- Multi-task, work under pressure and solve problems.
- Organize and prioritize workload effectively to meet scheduled deadlines.
- Maintain the security and confidentiality of specified records, information and files.
- Sit, stand, stoop, kneel, bend and walk for extended periods of time.
- Lift and carry loads up to 50 pounds; push and pull tools and equipment weighing up to 250 pounds.
- Work in environments that may include exposure to fumes and dirt, noise from equipment operation, some exposure to janitorial chemicals, without allergic reaction.
- Operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner
- Work in an indoor and outdoor environment.
- Work in restricted spaces in a safe and effective manner
- Work at various elevated heights in a safe and effective manner
- Operate a vehicle in a safe and effective manner

MINIMUM QUALIFICATIONS

Education and/or Experience:

A high school diploma or equivalent; minimum five year's experience in custodial services and building maintenance, preferably in a school setting; and three year's experience in supervising employees or any combination of training and experience that could likely provide the desired supervisory knowledge and abilities. Bilingual preferred.

License or Certificates:

Must possess a valid California Driver's License

Approved 04/16/2015 Board Meeting