

## **Custodial Supervisor**

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

### **Nature of Work**

The custodial supervisor is responsible for the supervision and scheduling of subordinate custodial workers in their performance of routine cleaning duties. Assignments are given in the form of oral or written instruction by immediate supervisor, Principal of building, and/or Director of Building and Grounds.

Also instructs custodial workers in proper methods and procedures of custodial work.

These duties will be performed when buildings are occupied and/or unoccupied; therefore the ability to adjust work routines and or schedule to meet the changing circumstances is required. Request directions of the various building administrators are to be followed.

The custodial supervisor is generally responsible for the quality of work without outside check, although work is subject to review upon completion for results obtained.

### **Duties and Responsibilities:**

- Schedules and reviews the work of subordinate custodial workers.
- Orders materials and supplies for safe operation of building.
- Opens buildings for use; checks for vandalism or damage.
- Receives deliveries and is responsible for the storage and delivery of supplies.
- Removes snow from paths, ensures the safe/clear surface of walks. In certain situations may volunteer to plow.
- Carry and move light loads (usually 25-35 lbs, but may be more) and climb ladders.
- Maintains records pertinent to OSHA regulations (to include, but not limited to MSDS sheets).
- Cleans areas of buildings when requested.
- Performs related work as required.

### **Knowledge, Abilities, and Skills**

#### **Knowledge of:**

- ◆ The standard practices, materials, tools and processes involved in trades related to general building cleaning.
- ◆ The operation of mechanical equipment.
- ◆ The use of common tools and materials.
- ◆ A variety of skills and semi-skills relating to the cleaning of public buildings and grounds.
- ◆ Internet and e-mail

#### **Ability to:**

- ◆ Maintain confidentiality
- ◆ Make varied repairs without supervision.
- ◆ Supervise subordinates.
- ◆ Work from pencil sketches and diagrams and related capacities and duties.

### **Minimum Education, Certification and Training / Experience:**

Must be of good character.

Must possess a valid RI driver's license.

Must possess a high school diploma or general equivalency diploma (GED).