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<b>Position:</b>	Custodial Assistant Supervisor	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Plant Operations	<b>Salary Grade:</b>	17
<b>Reports to/Evaluated by:</b>	Manager of Custodial Services, Secondary	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Assists in supervising, assigning, and reviewing the work of staff responsible for providing custodial operations. Ensures that school and District facilities are suitable for use by complying with cleanliness and safety requirements.

**DISTINGUISHING CAREER FEATURES**

Under the general supervision of the Manager of Custodial Services, the Custodial Assistant Supervisor is responsible for supervising, coordinating, and reviewing the work of small custodial staff teams assigned to perform a variety of custodial at Secondary school sites throughout the District. The position is accountable for efficient and effective use of assigned staff, supplies, equipment, and time to provide optimum service. To be considered for this position, prospective incumbents must demonstrate the ability to optimize the use of staff through efficient allocation of work, conduct quality assurance, and performance appraisals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- May assist with planning, prioritizing, assigning, supervising and reviewing the work of staff responsible for providing custodial services within the Custodial Secondary Department. Assists to ensure high levels of staff productivity by reviewing inspections, reports, and physically observing work performed.
- Provides supervisory support to assigned staff to ensure they have necessary supplies and tools to complete work assignments. Obtains supplies and working equipment for use by custodians by distributing to School Plant Supervisors and Lead Custodians.
- Participates in the selection of custodial staff. Assists in providing or coordinating staff training. Works with employees to learn additional skills and correct deficiencies.
- Assists the School Plant Supervisors regarding the care and cleaning of district facilities. Assists in the scheduling of night custodial staff. Schedules and supervises project teams such as, but not limited to carpet crews and floor crews. Oversees cleaning, stripping, and resurfacing of floors.
- Participates in maintaining records and performs a variety of general office tasks. Serves as liaison between School Plant Supervisors, Lead Custodians and night custodial staff. Serves as liaison between the Manager of Custodial Services and school sites.
- Assists in the supervision of the set up and take down of equipment for athletic events, school and outside activities, as needed, or when Custodial Management Staff need assistance.

- Assists in the process of implementing mandated safety training programs such as training on MSDS, blood borne pathogens, equipment usage etc.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires thorough knowledge of methods, materials, tools and equipment used in custodial services. Requires a working knowledge of the principles and practices of supervision and applicable work rules. Requires a basic knowledge of District facilities and District operations. Requires knowledge of chemical safety, use and handling. Requires knowledge of work hazards and safety practices to conduct training of Custodians. Requires basic report writing and record keeping skills. Requires sufficient knowledge of and skill at using personal computer applications such as spreadsheets, databases, and e-mail. Requires sufficient human relations skills to supervise others, review performance, train, and work cooperatively with internal and external customers.

**Abilities:** Requires the ability to carry out the functions of the position and accomplish operational goals. Requires the ability build productive work teams, schedule, assign and review the work of subordinates. Must be able to select, supervise, train and evaluate staff. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Requires the ability to work varying work schedules.

**Physical Abilities:** Incumbent must be able to function effectively indoors and outdoors engaged in work of a moderately active nature. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication. Requires the ability to lift, carry (max. 25 lbs.), push, pull, bend, squat, reach, and twist and turn. Requires the ability to stand and walk for intermittent periods of time.

**Education and Experience:** The position requires a High School diploma or equivalent. Requires reading and writing ability sufficient to perform the duties of the job and to understand MSDS and other safety documents. Minimum of two (2) years at Lead Custodian level in a school.

**Licenses and Certificates:** Requires a valid driver's license.

**Working Conditions:** Work is performed indoors and outdoors where health and safety considerations exist from occasional physical labor and handling of materials that include waste and blood born pathogens.