

# Chittenden Central Supervisory Union

## Job Description

**JOB TITLE:** Custodial Supervisor

**FLSA STATUS:** Non-Exempt

**UPDATED:** June 2002

**POSITION OBJECTIVES:** To supervise custodial services for a designated group of District buildings, and to perform routine housekeeping and maintenance of District buildings to provide a safe learning environment for students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plan, supervise and coordinate daily custodial services for assigned buildings.
- Supervise, directly and indirectly, approximately fifteen to twenty custodial staff: assist in interviewing and hiring; train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist staff with difficult or unusual tasks or problems; assist in planning staffing needs and work schedules; keep timesheets as required; bring personnel problems to attention of supervisor.
- Oversee the distribution of supplies and equipment; order and maintain appropriate inventories of all materials used.
- Prepare administrative reports on work performed, inventory, and the like.
- Play a key role in the development of the custodial operations budget. Monitor custodial service expenditures and ensure that budget guidelines are met.
- Ensure that all applicable work safety and security procedures are followed.
- Perform regular quality control inspections.
- Perform custodial and light maintenance duties as outlined in the Custodian job description.
- Perform related duties as assigned.

**SUPERVISION RECEIVED:** Minimal technical and administrative supervision received from the Director of Property Services. Evaluated by the Director of Property Services with input from the School Principal.

**SUPERVISORY RESPONSIBILITIES:** Functional and partial administrative supervision, direct and indirect, of approximately fifteen to twenty custodial staff.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** High school education, plus 5 to 7 years of relevant work experience, with an emphasis on supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Commercial cleaning experience desirable.
- Strong technical knowledge and skills related to commercial/institutional custodial operations required. Knowledge and skill related to routine housekeeping and maintenance work also required. Knowledge of waxing and stripping floors, and using a scrubber, floor buffer, commercial vacuum and other floor machines preferred.
- Strong administrative and supervisory skills.
- Physical ability to perform all job duties.

- Reliable transportation to work.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Math Skills. Good basic mathematical skills including ability to perform operations using units of weight measurement, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty and staff, administrators, parents, and other school visitors. Ability to work cooperatively, collaboratively and effectively with peers, supervisors, and school administrators.
- Ability to effectively resolve conflicts.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance; and talk or hear. The employee must occasionally lift up to 60 pounds and move heavy gymnasium/cafeteria equipment (i.e. bleachers, tables, and the like). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles (including dirt and dust). The employee is frequently exposed to toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.