

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAL OPERATIONS SUPERVISOR (Range S-25)

BASIC FUNCTION:

Under the direction of the Assistant Director-Maintenance and Operations, plan, organize and supervise the work of custodial personnel and tasks in custodial services required to maintain District buildings and adjacent grounds areas in a clean, sanitary and safe condition; assist the site administrators in assuring compliance with District standards of cleanliness, sanitation, safety and security.

REPRESENTATIVE DUTIES:

Plan, organize, and supervise the work of custodial personnel and tasks in custodial services required to maintain District buildings and adjacent grounds areas in a clean, sanitary and safe condition. *E*

Oversee proper staffing of custodial support; schedule substitute custodians as necessary. *E*

Provide direct supervision and performance evaluations of team cleaning crews and individual crew members. *E*

Develop work schedules for staff for projects such as graffiti removal, carpet repair, replacement and cleaning, furniture pick up or delivery or other project; participate in related activities. *E*

Assist the site administrators in assuring compliance with District standards of cleanliness, sanitation, safety, pest control and security. *E*

Communicate with vendors regarding chemicals, carpets, furniture, paint and equipment; order supplies as needed. *E*

Inspect District facilities, gym floors; prepare and file reports related to the condition of assigned buildings and facilities. *E*

Operate various office and custodial equipment. *E*

Assist administrators in the efficient and proper use of custodial supplies and maintain a stock control system; provide in-service training for District custodial personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods, materials and equipment used in custodial work.

“High Performance Team Cleaning” means and methods.

Vacuum repairs.

Bid procedures.

Planning and preparation of work schedules.

Safety and sanitation rules and regulations.

Methods, materials, equipment, products, and standards used in cleaning and custodial work.

Principles and practices of supervision and training.

Inventory methods and practices.

Record-keeping techniques.

PC experience and MS Office 95 or higher.

ABILITY TO:

Plan, assign, supervise and evaluate the work of others.

Maintain records and prepare reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate assigned equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

REQUIREMENT:

Valid California “Class C” Driver’s License

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of journey-level experience as a custodial worker.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

Walking to inspect facilities.

Seeing to inspect and assure compliance of District standards.

Dexterity of hands and fingers to operate and demonstrate the use of various custodial supplies and equipment.

Hearing and speaking to exchange information.