

CUSTODIAL SUPERVISOR 1010

Distinguishing Characteristics of Work

This is work performing custodial duties and supervising custodial and/or maintenance personnel. The custodial supervisor oversees, coordinates, and assists with sweeping, mopping, and scrubbing floors; waxing and polishing floors and furniture; dusting furniture; cleaning bathrooms and replacing bathroom supplies; disposing of waste paper; and washing windows. The custodial supervisor trains new custodial workers in the performance of their duties; prepares requisitions for supplies and materials; analyzes and determines custodial and/or maintenance care needs; prepares work schedules for custodial personnel; and performs related work as required. Work is performed under general supervision

Education and Training Guidelines

A high school diploma or its equivalent and two years of experience in custodial or maintenance work.

Knowledge, Skills and Abilities

Knowledge of the principles and techniques of effective communication. Knowledge of cleaning procedures and techniques. Ability to requisition, distribute and monitor the use of supplies and materials. Ability to maintain accurate records. Ability to communicate effectively. Ability to lift loads of up to 50 pounds such as furniture, equipment and supplies. Knowledge of cleaning tools, equipment and chemicals. Ability to establish and maintain effective working relationships with others. Ability to plan, develop and conduct training programs. Ability to train and present information in an organized and concise manner to subordinates.

Effective: March, 2007