



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

CUSTODIAL SUPERVISOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, organize and direct District custodial services to ensure buildings and facilities are maintained in a clean, safe, orderly and secure condition; coordinate custodial personnel, communications, projects and daily activities to meet District custodial needs; develop, implement and inspect custodial projects and daily activities; train and evaluate the performance of assigned personnel; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Organize and direct District custodial services to ensure buildings and facilities are maintained in a clean, safe, orderly and secure condition.
- Establish and maintain custodial time lines and priorities.
- Monitor, evaluate and coordinate response to custodial needs and requests.
- Assist in assuring related activities comply with established laws, codes, regulations, policies, standards and procedures.
- Coordinate custodial personnel, communications, projects and daily activities to meet District custodial needs.
- Direct custodial communications, services and information between custodial personnel, work sites, administrators and others.
- Resolve custodial issues, complaints and conflicts in a proper and timely manner.
- Ensure adequate custodial coverage for schools and other District sites.
- Develop and implement custodial projects and daily activities.
- Inspect completed projects for accuracy, completeness and compliance with established standards.
- Provide input and feedback to custodial staff concerning work performance.
- Confer with staff regarding custodial needs, projects, assignments and activities.
- Monitor and adjust activities in response to custodial needs.
- Train and evaluate the performance of assigned staff.
- Interview and assist in the selection of employees and recommend transfers, reassignment, termination and disciplinary actions.
- Coordinate employee schedules and assignments, assign employee duties and review work to ensure compliance with established requirements and procedures.
- Arrange for substitute employees as needed.
- Coordinate custodial activities with maintenance and repair services.
- Supervise and participate in inspecting District facilities to identify custodial, maintenance and repair needs.
- Ensure proper identification and resolution of safety, sanitary and security hazards.
- Arrange for, follow up on, and notify appropriate staff of needed maintenance and repairs.
- Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities.
- Organize and direct the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors.
- Ensure proper vacuuming, spot cleaning and shampooing of rugs and carpets.
- Supervise the cleaning of restrooms and ensure facilities are stocked with adequate supplies.
- Coordinate activities to ensure proper pick up of paper and other debris from school grounds, walkways and areas adjacent to school facilities.
- Ensure proper emptying of waste receptacles.
- Supervise the removal of gum, debris, cobwebs and graffiti.
- Organize and direct the dusting, sanitation and wiping down of desks, furniture, doors, countertops, equipment and woodwork.
- Estimate labor, materials and equipment needed for District custodial projects and activities.

- Monitor inventory levels of equipment and supplies.
- Order, receive and maintain adequate inventory levels of supplies and equipment.
- Prepare and process purchase requisitions.
- Conduct periodic inventories.
- Inspect labels of storage containers to ensure compliance with established regulations and requirements.
- Conduct training activities for custodial personnel.
- Explain custodial and related safety standards, techniques, practices, policies and procedures.
- Train personnel concerning the proper use of custodial equipment and supplies including cleaning chemicals and solutions.
- Coordinate and supervise the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities.
- Supervise the clean-up of furniture, equipment and debris following these events.
- Arrange and ensure proper building maintenance during special events.
- Identify need for large-scale cleaning operations and projects.
- Assign custodial crews to special projects.
- Monitor, assess and allocate resources in response to custodial needs.
- Recommend and assist in the implementation of custodial goals and objectives.
- Provide recommendations concerning major equipment and supply purchases.
- Coordinate response to emergency custodial needs.
- Develop schedules, methods, standards and procedures for providing custodial services.
- Recommend and assist in the implementation of custodial goals and objectives.
- Ensure proper implementation of approved policies and procedures.
- Assist in the development and preparation of the annual preliminary budget for custodial functions.
- Control and authorize expenditures in accordance with established limitations.
- Compile information and prepare and maintain a variety of records, reports and files related to inspections, projects, personnel, schedules, attendance and assigned activities.
- Prepare work order requests and bid specifications as needed.
- Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.
- Prepare, distribute and respond to a variety of correspondence.
- Operate standard office equipment including a copier, fax machine, computer and assigned software.
- Drive a vehicle to conduct work.
- Attend and participate in various meetings as assigned.
- Prepare and present oral and written reports to management regarding custodial issues and activities as requested.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizing and scheduling a large decentralized work force.
- Principles of supervision and training.
- Principles affecting cleaning workloads, methods, and procedures.
- Cleaning materials, supplies, and equipment used in large public buildings.
- Maintain and update Material Safety Data Sheets for custodial supplies and OSHA safety procedures.

ABILITY TO:

- Coordinate, plan, organize, and supervise the activities of a large work force; select, assign, and train personnel.
- Motivate and discipline personnel; operate a variety of equipment used in cleaning and maintenance of buildings.
- Write procedures, prepare written instructions, and give oral instructions effectively.

- Maintain operating and support records and prepare reports.
- Develop and maintain effective communications, liaison, and working relationships with administrators, principals, and staff as well as officials in other agencies and the public.
- Effectively operate a computer and related equipment.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

Supplemental courses or training in industrial cleaning or closely related field, including supplemental training or course work in operational management, organization, supervision, or other closely related areas.

EXPERIENCE:

Five years of custodial supervision and responsible experience in building maintenance of schools is desired.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License.
- Condition of Employment: Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and Outdoor work environment

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will exert 50 to 75 pounds force occasionally to lift, carry, push, pull or otherwise move objects.
- May involve ascending and descending ladders, stairs, scaffolding and ramps/
- Will involve walking standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**