

## RIALTO UNIFIED SCHOOL DISTRICT

### CUSTODIAN SUPERVISOR

#### DEFINITION

Under the direction of the Maintenance Supervisor/Planner, organizes, coordinates, and assists in planning all cleaning services for the District; develops work schedules, trains, supervises, and evaluates custodians; checks workloads and work performance; tests for and determines selection of custodial supplies; and performs related duties and responsibilities as required.

#### ESSENTIAL DUTIES

- Assesses custodial cleaning needs for schools, District offices and other work sites.
- Organizes cleaning services; assigns and schedules custodial personnel.
- Trains and evaluates regular and substitute custodial personnel.
- Makes regular and spot checks for cleanliness, sanitation, and safety at all work sites.
- Tests and orders custodial supplies and equipment
- May perform actual custodial duties.
- Meets with site personnel to improve supervision and communications and to assess problems, procedures, and cleaning objectives.
- Maintains close contact and communications with principals and administrators in regards to evaluating personnel and cleaning services.
- Perform other duties as assigned.
- Inspect buildings and grounds for damage, hazards, needed repairs and security aspects.

#### QUALIFICATIONS

##### 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.

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### PHYSICAL DEMANDS

- Persons performing this service in this position classification will exert 50 to 75 pounds force occasionally to lift, carry, push, pull or otherwise move objects.
- This type of work 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 accommodations may be made to enable a person with a disability to the essential functions of the job.

### EXPERIENCE AND EDUCATION

#### Experience:

Five years of custodial supervision and responsible experience in building maintenance of schools is desired. Proficient use of a computer.

#### Education:

Proof of graduation from high school or a GED Certificate and 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.

### LICENSE REQUIREMENTS

A valid Class 3 California Driver's license is required. Insurability by District Liability carrier may be required.