

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: CUSTODIAL SUPERVISOR**

**BASIC FUNCTION:**

Under the direction of the Director-Facilities, Maintenance and Operations, plan, supervise and participate in custodial activities at District schools and other facilities; supervise and evaluate the performance night custodial crews responsible for the cleanliness and upkeep of district facilities; drive a vehicle to school sites and assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; may supervise day custodial staff during winter and summer recess periods, or as determined by district administration.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, supervise and participate in the custodial activities at District schools and other facilities including classrooms, office spaces, libraries, kitchens, gyms, cafeterias ,auditoriums, restrooms and other facilities; confer with administrators, teachers, other departments and outside agencies regarding custodial and maintenance needs of school buildings, grounds and facilities.

Drive a vehicle to school sites and assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; inspect work of night custodians to assure a high standard of custodial work is maintained.

Train, schedule and supervise the performance of evening custodial crews; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; maintain time sheets, absentee reports, and other related documents; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; supervise and evaluate the performance of assigned personnel.

Train night custodians in properly securing buildings, windows, doors and gates; assist in organizing cleaning teams for annual deep cleaning activities, including moving furniture and equipment for special events and meetings as needed.

May supervise day custodial staff during winter and summer recess periods or as determined by district administration. Duties may include, but are not limited to, providing work direction, evaluating performance, and reviewing, amending, and approving the daily work schedule.

Assure appropriate cleaning equipment is present and operable, and adequate amounts of appropriate supplies are at each sites including vacuum sweepers, polishers, cleaning carts, and required cleaning solvents

Assure district buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; inspect school and district grounds and buildings and check for potential safety hazards and maintenance needs.

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.

Participate in and direct the cleaning and sweeping of campus buildings and grounds as necessary; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer and other office equipment as assigned.

Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed.

Estimate labor, material and equipment needed for evening custodial activities; monitor inventory levels of materials and equipment; calculate, plan and layout work on assigned work orders; order, receive and maintain inventory of materials and equipment as needed; maintain accurate records and prepare and submit reports as required.

Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities; remain on call and coordinate response for emergency custodial needs as assigned; participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Operate a computer and other office equipment.

Maintain communication with the Director – Facilities, Maintenance & Operations and site administrators for aspects of custodial cleaning and operations.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Principles and practices of supervision and training.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Applicable laws, codes, regulations, policies and procedures.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of office equipment including a computer.

**ABILITY TO:**

Plan, supervise and participate in the evening custodial activities at District schools and other facilities.

Supervise night custodians responsible for the cleanliness and upkeep of District facilities.

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Train, schedule and supervise the performance of the evening custodial crew.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Estimate and order required custodial supplies and equipment.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Observe health and safety regulations.

Plan and organize work.

Prioritize and schedule work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and assigned office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and three years of increasingly responsible custodial experience including one year in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

Drive a vehicle to conduct work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Subject to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Walking over rough or uneven surfaces to conduct work.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights to replace light bulbs.

**HAZARDS:**

Exposure to cleaning agents and chemicals.

Fumes from paints and solvents.

Working on ladders.

Working around and with machinery having moving parts.