

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under direction of the Director of Maintenance and Operations, plan, organize, coordinate and inspect the work of custodial staff and student workers; train, supervise and evaluate the performance of assigned personnel; participate in the cleaning and general maintenance of District facilities.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and oversee the work of custodial staff and student workers to assure that District facilities are maintained in a clean, safe and sanitary condition, and in an efficient and cost-effective manner.

Prepare and assign regular and special work schedules to assure proper custodial care of buildings and facilities; inspect the cleanliness of classrooms, offices, gymnasium, locker rooms, college center, rest rooms, halls and fixtures; note deficiencies and take appropriate corrective action.

Maintain custodial supplies and equipment; assure purchase of the most economical and highest quality supplies and equipment; requisition supplies and equipment needed to clean and maintain facilities; receive, inspect, store, issue and assure delivery of supplies, materials and equipment.

Train, supervise and evaluate the performance of assigned custodial staff and student workers, including

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of organizing, scheduling and prioritizing the work loads of custodial staff.

Principles of training and supervision.

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

Methods, equipment, tools and materials used in cleaning buildings and facilities.

Health and safety precautions and procedures.

Chemical cleaners for wood, tile, cement and other surfaces.