Title: Custodial Supervisor

Department: Facilities Reports to title: Dir. Of Auxiliary Services/Facilities

Full Time: X Part Time: ______ Date Prepared: 11/26/2019

Position Grade: SM-1 Regular Daily Work Schedule: 6am to 2:30pm

Pay Type: Weekly X Monthly _____ Months Per Year: 12 _____ Hours Per Week: 40 _____

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Custodial Supervisor oversees the cleanliness and sanitation and maintenance of Academic, Administrative and dormitory buildings. Areas include; offices, classrooms, fitness center, laboratories, dormitory rooms, furnishings and equipment as well as building entrances and exterior walkways. Requires attention to detail, problem-solving, organizational, interpersonal, project management, and communication skills.

The Custodial Supervisor takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

Work schedule: The position is designated as providing essential services and may be required to report to work, or remain on duty even when the College is closed. Our work is central to student life and their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times may be required. The work schedule may vary and corresponds to the College’s operational needs, but generally is Monday through Friday.

2. Principal Duties and Responsibilities:

50% - Supervise, train, and evaluate Custodial staff while also working closely with Special Services in providing assistance for office moves and special events.

15% - Working with Campus partners; OSA, CASE, Parent Programs, Campus Police, in scheduling / planning of Summer Conferences, College events and addressing dormitory related issues

15% - Process payroll, develop accurate work assignments, submit reports as needed and address all issues related to work requests

10% - Plan, organize and coordinate work utilizing various software tools that include; School Dude, TMA, EMS, Star Rez.

5% - Snow / Ice removal, respond to emergencies.

5% Perform other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.
3. **Internal-External Interaction/Communication:**

Straight forward interactions with broad-based range of inquiries requiring additional research and creating original written communications. Internal and external interaction with a variety of contacts.

4. **Education:** (include certifications and licenses)

   Required:
   - High School, Vocational diploma, or equivalent
   - Valid Driver's License and successful credentialing is required in order to operate college vehicles
   - Valid Dot Medical Card
   - CORI check

   Preferred:
   - Associates degree in business

5. **Experience:** (List specific skills necessary to perform this job)

   Required:
   - Commitment to, experience with, and ability to work effectively with a broad spectrum of individuals from a variety of diverse backgrounds.
   - Strong customer service, time management, organizational problem solving and project management skills.
   - Demonstrated verbal and written communication, and interpersonal skills
   - Proficient in Microsoft Office and the ability to learn new software programs.
   - Attention to detail

   Preferred: Similar role at an academic institution or large facility.

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Frequent lifting, carrying, pushing, and pulling 30 lbs; occasional lifting, carrying, pushing, and pulling over 30 lbs and up to 50 lbs with assistance and occasionally on own. Moving large furniture with assistance. Repetitive motions including; arms, wrists, hands, fingers and knees. Visual – close concentration/manual dexterity. Frequent movement including reaching, bending, standing, walking, ascending/descending stairs and ladders. Outdoor elements including exposure to fluctuations in 10 - temperature and weather conditions. Hazardous materials including chemicals and biological. Other exposures include dust, odors, wet/slippery conditions, and blood borne pathogens.
7. **Decision Making:**
Performs assigned tasks; work is generally routine.

8. **Supervision Exercised/Received:**
Moderate supervision received. Position supervises up to 3 student workers.

Supervisory Responsibility: Yes   X__________  No   ___

Number of Employees Supervised: 26 / 40____