

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

ADMINISTRATION

JD 2135

CUSTODIAL SUPERVISOR

Definition

Under the direction of the Director of Facilities, Maintenance, Operations, and Transportation, directs, plans, organizes, and supervises all custodial operations and tasks required to maintain District Buildings and adjacent grounds in a clean, sanitary and safe condition; assist the site administrators in assuring compliance with District standards of cleanliness, sanitation, safety and security.

Responsible to

Director of Facilities, Maintenance, Operations, and Transportation

Major Duties and Responsibilities

1. Plan, organize, and supervise the work of custodial personnel and tasks required to maintain District buildings and adjacent grounds in a clean, sanitary and safe condition.
2. Oversee proper staffing of custodial staff; schedule substitute custodians as necessary.
3. Develop work schedules for staff for projects related to custodial services.
4. Assist the site administrators in assuring compliance with District standards of cleanliness, sanitation, safety and security.
5. Communicate with vendors regarding chemicals and equipment cleaning techniques and product demonstration, order appropriate supplies as needed.
6. Inspect District facilities; prepare and file reports related to the condition of assigned buildings and facilities.
7. Operate state-of-the-art office and custodial equipment.
8. Assist administrators in the efficient and proper use of custodial supplies and maintain a stock control system; provide in-service training for District custodial personnel. Perform related duties as assigned.
9. Oversees staff assigned to District's facilities use program; provide recommendations for changes as necessary; assure users comply with District policies under facilities use program.
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11. Train, supervise and evaluate the performance of assigned staff, develop and assign work; prepare and review positions descriptions; participate in interviewing, selecting, disciplining and assigning of personnel; develop and provide training to assure personnel development.

Job Specification

Custodial Supervisor and compliance with governmental regulations.

1. Prepare and administer the District's custodial supply budget; assure funds are distributed equitably among sites; develop, prepare or review plans and specifications for custodial services; and coordinate and direct the District's waste removal service.

Knowledge of

1. Methods, materials and equipment used in custodial services
2. Planning and preparation of work schedules
3. Safety and sanitation rules and regulations
4. Methods, materials, equipment, products, and standards used in cleaning and custodial work
5. Principles and practices of supervision and training
6. Inventory methods and practices
7. Record-keeping techniques

Ability to

1. Plan, assign, supervise and evaluate the work of others
2. Maintain records and prepare reports
3. Read, interpret, apply and explain rules, regulations, policies and procedures
4. Operate assigned equipment
5. Communicate effectively both orally and in writing

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6. Establish and maintain cooperative and effective working relationships with others
7. Plan and organize work
8. Work independently with little direction
9. Analyze situations accurately and adopt an effective course of action
10. Meet schedules and time lines

Training and Experience

Any combination equivalent to: college-level course work in business, public administration or related field and five years increasingly responsible supervisory experience in Custodial, a school setting or related field.

Job Description Adopted: January 21, 2020