

**TITLE:** SUPERVISOR, MOBILE CUSTODIAL SERVICES

**QUALIFICATIONS:**

1. Training and experience in custodial maintenance of school facilities
2. Knowledge of methods, materials, and equipment used in custodial work
3. Knowledge of safe working methods and procedures
4. Ability to exercise initiative and use good independent judgment
5. Ability to understand and follow oral and written directions
6. Ability to train and provide work direction to assigned staff
7. Ability to establish and maintain effective working relationships
8. Willingness and ability to work flexible schedules
9. Valid driver's license and ability to operate district vehicles

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To provide students and staff with safe, attractive, comfortable and clean educational environment

**PERFORMANCE RESPONSIBILITIES:**

1. Develops schedules and coordinates workloads for district custodial cleaning crews
2. Provides supervision, training, and periodic inservice for district custodial staff
3. Monitors, demonstrates and supports safe working practices and safety programs
4. Works cooperatively with administration and custodial team leaders in evaluating and making recommendations for custodial programs, equipment and supplies
5. Assists in determining appropriate time and materials to assure completion of work
6. Assists with inventory planning and control; may be assigned to order supplies and equipment
7. Maintains related records and prepares reports as required
8. Monitors custodial crews to ensure district cleaning standards are met; inspects crew work for accuracy and compliance with established standards
9. Assigns trained personnel in absence of district custodial staff
10. Makes minor non-technical repairs and adjustments to equipment
11. Assists in maintaining security of district property; responds to emergency calls, secures sites and notifies offices and agencies as needed
12. Reports safety hazards and repair needs to appropriate personnel
13. May work variety of schedules as needed including evenings, swing shifts, split shifts, days or weekends
14. Assumes duties of custodial team leader, team or site custodian as needed
15. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; supervisory salary schedule, class 11

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable