

## Approved FCC Job Description

<b>Custodial Shift Supervisor</b>	7/01/08, revised 7/01/10
Job Code: HR will complete this part	Eligible for Overtime: Yes
Salary Plan and Grade: 7	

### General Description of the Job

Supervision of assigned custodial shift; perform housekeeping duties in accordance with established standards and instructions.

### Essential Functions

The following are the functions essential to performing this job.

1. Ability to supervise, coordinate the activities of, and work with cleaning staff engaged in housekeeping activities.
2. Ability to read, write and follow oral and written instructions.
3. Ability to operate all related custodial equipment.
4. Capable of performing snow and ice removal.
5. Maintain and ensure proper use of supplies, equipment and chemicals.
6. Ability to perform necessary training related to housekeeping.
7. Ability to maintain electronic time book.

### Other Functions

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Inspect work of personnel assigned and direct corrective measures to secure satisfactory performance.
2. Instruct employees in methods and use of materials and equipment.
3. Supervise preparation and assist in the preparation for special events.
4. Perform inspections and light maintenance as directed.
5. Assist in loading and unloading of equipment and supplies.
6. Sweep, mop and scrub floors, stairs (inside and outside buildings) and other surfaces.
7. Scrub, strip, wax and polish floors using heavy (industrial type) powered scrubbers and buffers.
8. Vacuum rugs in offices and public areas. Shampoo rugs periodically using heavy vacuum cleaners and rug shampooing machine.
9. Clean and dust furniture, exhibit cases, pictures, doors, trim and chalkboards.
10. Wash windows, sills and frames.
11. Wash and/or clean interior wall spaces by hand or with powered wall washing machine, working on ladders and scaffolding as required.
12. Clean and service lavatories, toilet rooms and restrooms.
13. Collect and place in containers or plastic bags trash and debris, place trash in collection area for removal by sanitation truck.
14. Replace liners in wastebaskets and trash containers.
15. Move heavy furniture, supplies and miscellaneous equipment, as directed.
16. Sweep or shovel snow from steps and walks at building entrances and connecting walks.
17. Perform related duties as assigned.

### Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrated ability to supervise, train, evaluate and discipline assigned staff.
2. Demonstrated proficient use of all equipment needed for general custodial services.
3. Demonstrated knowledge of proper use and control of chemicals.
4. Demonstrated ability to learn and follow written and oral instructions.
5. Ability to report regularly and reliably for work even during adverse conditions.
6. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

### Qualification Standards

1. Education: High School Diploma/GED required.
2. Successful experience: 2 years in commercial housekeeping plus 2 years supervisory experience.
3. Other preferences: Basic knowledge of computers

## **Performance Standards**

The criteria for evaluation in this position include, but are not limited to, the following:

1. Buildings ready for classes, staff and events.
2. No trash or litter accumulation in buildings.
3. Prompt removal of snow and ice.
4. Prompt report of: unsafe conditions; necessary building and/or equipment repairs; and unusual or unsafe behavior.
5. Quality custodial performance in an atmosphere of teamwork and cooperation.

*Note: The college reserves the right to change or reassign job duties, or combine positions at any time.*