

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SITE SUPERVISOR-CUSTODIAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Custodial Services or an assigned Supervisor, schedule, coordinate, inspect and participate in the activities of custodial staff involved in the general cleaning and care of assigned school sites and other District facilities; train and supervise the performance of assigned staff.

#### **ESSENTIAL FUNCTIONS:**

Schedule, coordinate, inspect and participate in the activities of custodial staff involved in the general cleaning and care of assigned school sites and other District facilities; maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition; assure compliance with applicable health and safety standards.

Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure substitute custodian coverage as necessary.

Confer with site administrators, assigned Area Supervisor and assigned custodial staff regarding the care, cleaning and maintenance of assigned school sites and facilities; prepare and adjust work schedules to fit the needs of assigned sites; receive, screen, prioritize and respond to the custodial needs of District staff.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Inspect completed work by custodial staff for accuracy and compliance with instructions and established standards, analyze and review custodial workloads, inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities; drive a vehicle to conduct work; maintain District vehicles as needed.

Determine needed equipment, materials and supplies for custodial operations; requisition of a variety of supplies, tools and equipment according to established procedures; maintain proper inventory levels of custodial supplies and equipment at assigned school sites.

Prepare and maintain a variety of records, documentation and reports related to assigned activities and personnel at assigned school sites.

Supervise and participate in routine cleaning, sweeping, pickups and maintenance at assigned sites; perform special custodial projects as requested.

Supervise the moving and arranging of furniture and equipment; set up facilities for special events and meetings.

Assure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism, safety and fire hazards and report to appropriate personnel; support students and staff as needed; raise and lower flags; respond to emergency calls after hours as assigned.

Ensure the general cleanliness of assigned school sites both interior and exterior. Maintain a clean, safe and healthy school/district office environment for students and staff. Make minor, non-technical repairs as needed; check boilers and air conditioning units for proper functions; coordinate work of District maintenance workers to assure needed repairs are made; identify and report major and minor maintenance problems.

Train assigned staff and substitute employees on a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary; operate a computer, carry a two-way radio / cell phone to maintain workplace communication.

Participate in thorough cleaning and restoration of assigned school sites or District facilities; assist custodial carpet crew lead with scheduling cleaning services for District sites.

Respond to or coordinate a response to emergency calls after hours as assigned.

Ability to work in a team environment while supporting the common goals and objectives of the Maintenance & Operations department.

Conduct and attend regular custodial staff meetings and training as directed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Materials, tools and equipment used in custodial work.
- Modern cleaning methods including standard methods of cleaning floors, blackboards / whiteboards, carpets, furniture walls and fixtures.
- Requirements of maintaining District buildings in a safe, clean and orderly condition.
- Principles and practices of supervision and training.
- Safe practices and work methods related to custodial activities.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable rules, guidelines and regulations related to assigned activities.
- Inventory methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Schedule, coordinate, document, inspect and participate in the activities of custodial staff involved in the general cleaning and care of assigned school sites and other District facilities. Train and supervise the performance of assigned personnel.

Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.

Maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Assign and review the work of others.

Assure compliance with established rules, guidelines, regulations and schedules.

Requisition and distribute custodial supplies.

Operate and maintain various tools and equipment in clean working order.

Operate a computer.

Inspect and assure the security of facilities during assigned shift.

Use various cleaning materials and methods.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Promptly respond to communication requests via email, phone, or text.

Prioritize and schedule work.

Work independently with little direction.

Maintain consistent, punctual and regular attendance.

Successfully pass the employee entrance evaluation (strength / lift test).

Perform heavy physical labor.

Walk or stand for extended periods of time.

Move hands and fingers to operate a variety of hand and power tools.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Use proper lifting methods.

Effectively communicate in order to exchange and understand information.

Climb ladders to replace light bulbs.

Read, evaluate, test, and analyze a variety of cleaning products and materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to four years of custodial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

Employee Entrance Evaluation (floor-lift 72 pounds and arm-lift 44 pounds).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

May drive a vehicle as needed.  
Regular exposure to fumes, dust and odors.  
Emergency call-out.  
Seasonal heat and cold or adverse weather conditions.

**HAZARDS:**

Cleaning chemicals.  
Working around and with machinery with moving parts.  
Potential for contact with body fluids.

**BOARD APPROVED:** March 23, 2021