



JOB DESCRIPTION

Palm Springs Unified School District

SUPERVISOR- DAY CUSTODIAL

BASIC FUNCTION:

Under the direction of the Manager- Custodial Services, organize and direct District day custodial services to assure facilities are maintained in a clean, safe and orderly condition; develop, implement and inspect projects and activities; train and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES:

Organize and direct District day custodial services to assure facilities are maintained in a clean, safe and orderly condition; develop, implement and inspect projects and activities; participate in the development and implementation of departmental policies and procedures.

Approve warehouse orders for further processing in accordance with established guidelines, policies and procedures.

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; inspect campus grounds and buildings, check for potential safety hazards and maintenance needs.

Supervise the cleaning of classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; oversee the cleanup of assigned campus after recesses and lunch breaks.

Remain on call and coordinate response for emergency custodial needs as assigned.

Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

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

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.
Principles and practices of supervision and training.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining buildings in a safe, clean and orderly condition.
Applicable laws, codes, regulations, policies and procedures.
Appropriate safety precautions and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Proper lifting techniques.
Operation of office equipment including a computer.

ABILITY TO:

Plan and supervise in custodial activities at an assigned school site.
Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.
Train, schedule and supervise the performance of a small custodial crew.
Estimate and order required custodial supplies and equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Observe health and safety regulations.
Plan and organize work.
Prioritize and schedule work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Adapt to changing work priorities.
Communicate with diverse groups.
Set priorities.
Work with constant interruptions.
Resolve problems with tact and proficiency.
Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of teachers, administrators and staff.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible custodial experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.
Print out of H-6 (good driving record documentation) is required at time of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

Required Testing

None Specified

Continuing Education/Training

None Specified

Certificates

Valid Driver's License and Evidence of Insurability

Clearances

Print out of H-6 (good driving record documentation) is required at time of employment.

Criminal Justice Fingerprint/Background Clearance

TB Clearance

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board policy on Evaluation of Management/Confidential employees.

FLSA Status

Exempt

Bargaining Unit

Management

Salary Range

16

BOE Approval Date

January 25, 2022