



TITLE: NIGHT SUPERVISOR – CUSTODIAL SERVICES

DEFINITION:

Reports to the supervisor of Operations and coordinates and supervises the night custodial staff; instructs and trains new personnel; assists in scheduling work functions; may assume the responsibilities of the Operations Supervisor and the Grounds Supervisor; and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Checks cleaning procedures and techniques to determine adequacy and efficiency.
Ensures work assignments and standards are maintained at acceptable levels.
Coordinates with school and district management on special cleaning problems.
Ensures schools are cleaned in a safe and secure manner.
Recommends selection and purchase of custodial staff at all sites by traveling to sites.

JOB QUALIFICATIONS:

Knowledge of:

Principles, methods, materials and equipment used in custodial work;
Principles of planning and coordinating workloads and custodial personnel;
Principles of supervision and training.

Skill and Ability to:

Schedule work and personnel throughout various locations in the District;
Effectively supervise and train subordinates;
Evaluate and select custodial supplies and equipment;
Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Required: Equivalent to completion of high school with the addition of several related post-secondary vocational courses.

EXPERIENCE:

Required: Two years of increasingly responsible experience in the custodial or a related field. Experience working with and giving directions to other employees.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions that would preclude driving on the job, is a continuous requirement.

Incumbents in this class will be expected to possess, or obtain within a period of 6 months from date of hire, a certificate issued by the State of California Food and Agriculture Department, qualifying them as pesticide applicators.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a Department of Justice background record which is free of convictions.

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