

Mountain View Whisman School District Human Resources Department	Job Title: Custodial Supervisor
Classification: Classified Supervisor II	Date Approved: May 2023

Employment contingent upon background check and Post-Offer Pre-Employment Physical (POPP)

Position Description

The job of the Custodial Supervisor was established for the purpose/s of directing district custodial services and participating in the cleaning of facilities in order to promote efficient practices that result in clean and attractive facilities.

This job is distinguished from similar jobs by the following characteristics: The Custodial Supervisor must have previous experience in the custodial field including familiarity with cleaning methods, materials and equipment used in custodial work. Incumbents must be able to provide leadership, training and supervision and are responsible for giving input in the evaluation of all custodial staff, along with the Director of MOT.

This job reports to the Director of Maintenance, Operations and Transportation.

Qualifications

- The position requires in-depth knowledge of methods, materials, work hazards, safe practices, tools and equipment utilized in custodial field
- Requires sufficient English language writing skill to document work activity, bilingual preferred.
- Comprehensive knowledge of effective personnel management practices and supervisory skills, including motivation, training, professional development, conflict resolution, and progressive discipline.
- Possess leadership presence and be accessible to meet and address staff issues in a timely manner.
- Demonstrated ability to write, communicate and present at a level appropriate for the duties of the position and to follow verbal and written instructions on policies, procedures and ensure safety.
- Ability to plan, organize, provide direction and guidance to the custodial team to complete assignments efficiently and effectively.
- Ability to respond to routine inquiries and explain standard policies and procedures to others.

Education/Experience

High school diploma or equivalent combination of training and experience. Experience in the custodial field.

Skills/Abilities

- The ability to perform and use all the tools in the Custodial field.
- The ability to schedule, assign and perform 'walk-through' quality reviews of the work of Custodians.
- The ability to demonstrate custodial equipment and methods to Custodians.
- The ability to plan, prioritize to meet schedules and timelines. Must be able to write and maintain routine records, reports and correspondence.

Examples of Duties & Responsibilities

- Direct, train, and provide input to evaluation of assigned custodial personnel
- Inspects completed work for accuracy and compliance to instructions and established custodial standards
- Confers with school site administrators and staff regarding custodial projects and activities
- Acts as an information source to subordinate custodians regarding work methods, procedures, problems, etc.
- Performs related duties as required
- Develop and implement building inspections, establish standards of cleanliness and ensure staff

adhere to established cleanliness standards.

- Ensure that all work is performed and completed in a safe, efficient and expeditious manner while conforming to all of the Districts policies and procedures.
- Develop and conduct surveys to ensure service levels are achieved.
- Carries out directions of immediate supervisor
- Performs regular custodial duties as well as maintains custodial machines
 - Sweeps concrete, scrubs linoleum and tile, waxes and polishes linoleum, tile and wood floors · Cleans and dusts walls, furniture, woodwork, hall lockers and other equipment
 - Washes, scrubs and disinfects restroom
 - Cleans windows, door glass and drinking fountains
 - Cleans Classrooms, Offices
 - vacuuming, sweeping and mop floors
 - Carpet cleaning floor striping
 - Collects trash; empties and cleans waste containers
 - Moves or rearranges chairs, tables, desks, furniture and other equipment
 - Reports safety, sanitary and fire hazards
- Performs other related duties as assigned
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- Performs other related duties as assigned

Physical Demands

(Note: Terms used in this section are defined as follows: Rarely – 1 to 10%; Occasionally – 11 to 33%; Frequently – 34 to 66%; and Continuously – 67 to 100% of the work day)

Sitting: Occasionally

Standing/Walking: Continuously

Bending/Neck bending: Frequently

Squatting/Climbing/Kneeling: Frequently

Crawling: Occasionally

Neck/Waist twisting: Continuously

Pushing/Pulling: Continuously; up to 60 lbs. at a time

Reaching: above shoulder: Occasionally

below shoulder: Continuously

Lifting/Carrying: 0-10 lbs.: Frequently

11-25 lbs.: Frequently

26-50 lbs.: Occasionally

51-75 lbs.: Occasionally

Hand Activities: Repetitive hand use; simple grasping; power grasping; fine manipulation Hand and arm twisting/turning; computer operation/writing

Other Job Factors

The following conditions are present – exposure to fumes from cleaning solutions; floor strippers and waxes; dust; dirt and wetness; temperature variation and weather conditions when outdoors; occasional work at heights; and biohazards when cleaning restrooms and cleaning up bodily fluids. Must have normal or corrected vision.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

Supervised by: Superintendent or Designee

Evaluated by: Superintendent or Designee

The Mountain View Whisman School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. The Mountain View Whisman School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to Tara Vikjord at 650-526-3500, 1400 Montecito Ave., Mountain View, CA 94043, or tvikjord@mvwsd.org.