



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CUSTODIAL SUPERVISOR</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Supervisors'
		SALARY RANGE:	05
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director - Facilities, Maintenance, & Operations or assigned designee	FLSA:	Non-Exempt

BASIC FUNCTION:

Plan, supervise, and participate in custodial activities at District schools and other facilities; supervise and evaluate the performance of night custodial crews responsible for the cleanliness and upkeep of District facilities; drive a vehicle to school sites and ensure campus buildings and adjacent grounds areas are maintained in a clean, orderly, and secure condition; may supervise day custodial staff during spring, winter, and summer recess periods, or as determined by District administration. The incumbent in this classification assists in supporting students by supervising the department to ensure safe and healthy classrooms and work environments for staff and students which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, supervise, and participate in the custodial activities at District schools and other facilities including classrooms, office spaces, libraries, kitchens, gyms, cafeterias, auditoriums, restrooms, and other facilities; confer with administrators, teachers, other departments, and outside agencies regarding custodial and maintenance needs of school buildings, grounds, and facilities.

Drive a vehicle to school sites and ensure campus buildings and adjacent grounds areas are maintained in a clean, orderly, and secure condition; inspect the work of night custodians to ensure a high standard of custodial work is maintained.

Train, schedule, and supervise the performance of evening custodial crews; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; maintain timesheets, absentee reports, and other related documents; interview, select employees, and recommend transfers, reassignment, termination, and disciplinary actions; supervise and evaluate the performance of assigned personnel.

Train night custodians in properly securing buildings, windows, doors, and gates; assist in organizing cleaning teams for annual deep cleaning activities, including moving furniture and equipment for special events and meetings as needed.

May supervise day custodial staff during winter and summer recess periods or as determined by District administration. Duties may include, but are not limited to, providing work direction, evaluating

performance, and reviewing, amending, and approving the daily work schedule.

Ensure appropriate cleaning equipment is present and operable, and adequate amounts of appropriate supplies are at each site including vacuum sweepers, polishers, cleaning carts, and required cleaning solvents.

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

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.

Participate in and direct the cleaning and sweeping of campus buildings and grounds as necessary; pick up paper and other debris from school grounds, walkways, and areas adjacent to school facilities; wash windows and walls.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.

Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed.

Estimate labor, materials, and equipment needed for evening custodial activities; monitor inventory levels of materials and equipment; calculate, plan, and layout work on assigned work orders; order, receive, and maintain inventory of materials and equipment as needed; maintain accurate records and prepare and submit reports as required.

Prepare and maintain a variety of records and reports related to personnel, safety, and assigned activities; remain on call and coordinate response for emergency custodial needs as assigned; participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Operate a computer, applicable software, and other office equipment.

Maintain communication with the Director - Facilities, Maintenance & Operations and site administrators for aspects of custodial cleaning and operations.

Coordinate and monitor custodial operations to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems and hazards; standards and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

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, whiteboards, 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.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping and report preparation techniques.
Operation of office equipment including a computer and assigned software.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, supervise, and participate in the evening custodial activities at District schools and other facilities.
Ensure campus buildings and adjacent grounds areas are maintained in a clean, orderly, and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Estimate and order required custodial supplies and equipment.
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 timelines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Analyze issues and create action plans.
Adhere to safety practices.
Compose a variety of documents.
Consider a variety of factors when using equipment.
Read and process a variety of manuals, and write documents following prescribed formats.
Work effectively, both independently and as a member of a team.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three (3) years of increasingly responsible custodial experience including one (1) year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Subject to fumes, dust, and odors.
Working around staff and students.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment and other office equipment.
Walking or standing for extended periods of time.
Walking over rough or uneven surfaces to conduct work.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read and perform primary functions of classification and view computer screens.
The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with the use of hand trucks or other equipment.
Kneeling, bending at the waist, and reaching overhead, above shoulders, and horizontally to retrieve and store files and supplies.
Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.
Fumes from paints and solvents.
Working from heights.
Working around and with machinery having moving parts.
Exposure to fumes from cleaning agents, chemicals, biohazards, disinfectants, pesticides, herbicides, dust, dirt, oil, and grease.
Relocating/disposing of animals (e.g., snakes, rodents, and spiders).
Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 04/91 / Revised: 03/94, 03/13, 6/13 (Ewing)
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025