|  |
| --- |
| Los Rios Community College District Approved: Nov. 1991 Revised: Jan. 1994 May 2010, Jan. 2019 |

## CUSTODIAL/RECEIVING SUPERVISOR

# **DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate custodial, maintenance and receiving activities at an assigned college.

**TYPICAL DUTIES**

Direct, supervise and coordinate custodial, maintenance and receiving activities at an assigned college; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; promote continued improvement for cost effective operations; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; requisition supplies and equipment as necessary; promote employee training and development programs; participate in the development and improvements to the District’s emergency and contingency plans and ensure departmental responsiveness in emergency situations; administer disciplinary actions if necessary; perform related duties as assigned.

**Custodial**

Assign work schedules to ensure the cleanliness, proper maintenance and safe conditions of buildings; inspect classrooms, offices, gym, locker rooms, rest rooms, halls, fixtures, and other facilities for custodial and maintenance needs; ensure proper pool maintenance; follow up on work requests to ensure proper completion; maintain adequate custodial supplies and equipment; ensure purchase of most economical and highest quality supplies and equipment; evaluate and recommend the purchase of cleaning materials and equipment; evaluate cleaning methods and procedures and develop time standards for custodial activities; ensure proper operation, use and care of custodial and maintenance equipment; conduct training as needed and ensure compliance with established health and safety regulations; confer with administration, faculty, and staff concerning set ups for college, administrative and community events; ensure timely cleaning and setting up equipment for meetings and special events.

**Receiving**

Oversee the campus receiving function; ensure proper receipt, storage and distribution of supplies, materials, equipment, and U.S. Mail; tag and inventory fixed assets; prepare and maintain records and reports related to inventory, personnel, equipment, receiving budget, and surplus equipment; oversee the sale/disposal of surplus equipment.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in a related field. Three years of increasingly responsible custodial experience (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

#### EDUCATION

An Associate’s degree from an accredited institution; **OR** two additional years of qualifying experience.

#### SPECIAL REQUIREMENT

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Forklift Training and Certificate should be completed within 6 months of hire. Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

#### KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations and Labor Code; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; current industry practices; methods of organizing, scheduling, prioritizing custodial maintenance and receiving work at a large facility; requirements for maintaining college buildings in a safe, clean and orderly condition; proper methods of storing equipment, materials and supplies; inventory methods and practices; green/sustainable cleaning methods, supplies, and equipment; chemical cleaners and their safe use; basic methods of cleaning and preserving floors, white boards, carpets, furniture, walls, and fixtures; methods, equipment, tools and materials used in cleaning buildings and facilities; requirements of maintaining buildings and facilities in good repair; applicable building codes, ordinances, fire regulations, and safety precautions; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices; inspect and supervise the work of custodial, maintenance and receiving staff at an assigned college; operate equipment and tools used in custodial operations according to pre-determined standards; evaluate the effectiveness and safety of various supplies and equipment; estimate quantity and types of materials and supplies needed; instruct staff on safety and hazardous materials and appropriate methods for handling and storing equipment and supplies; move and arrange furniture and equipment for meetings and special events; observe and report safety hazards and need for maintenance and repair; confer with site administrator and supervisor regarding custodial and maintenance needs, schedules, and concerns; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality; work flexible schedule when needed.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS:**

Lift and carry object weighing up to 50 pounds; bend at waist and knees to pick up objects and clean, reach, grab, and push cleaning tools and equipment; climb 8 to 16 foot ladders; twist and kneel.