

**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545 (951) 765-5100

**CUSTODIAL SUPERVISOR**

**JOB SUMMARY**

Under direction of the Director of Maintenance and Operations, to plan, coordinate, and supervise the cleaning of all District facilities; to coordinate the custodial aspects of evening use of District facilities by the community; work in conjunction with all site administrators to establish, implement and monitor cleaning standards, frequency of tasks, levels of service and staffing, to ensure all District facilities are meeting those levels; and to do other related work as required.

**ESSENTIAL FUNCTIONS**

- Confer with various school and District personnel relative to the maintenance, care, and cleaning of school facilities, the assignment of personnel, and the preparation of activity schedules and calendars;
- Review and inspect school facilities to ensure against safety hazards, and to ensure that a standard of cleanliness is maintained
- Arrange for, train, and instruct substitute personnel in the performance of cleaning and facility maintenance functions;
- May test custodial supplies and equipment, and make recommendations for acquisition;
- Assist in the planning, development, and implementation of orientation and training programs for custodial personnel;
- Review and approve custodial supply and equipment requisitions;
- Plan, schedule, and coordinate the long-range facility maintenance and cleaning programs;
- Assist with evaluative reports of custodial personnel, and may provide technical input relative to the employee performance evaluation process;
- Serve as a liaison to community groups using District facilities.

**EMPLOYMENT STANDARDS**

**KNOWLEDGE OF**

- Methods, materials, and equipment utilized in a comprehensive cleaning and building maintenance operation;
- Principles of administration, supervision, management, training, safety and security;
- Principles of budgeting, cost analysis and reporting;
- Methods, materials and equipment used in custodial work;
- Cleaning product applications and general safe applications of all related chemical products used in the course of the daily duties of custodial personnel;
- Requirements for maintaining school facilities in a safe, clean, and sanitary condition;
- Safe working methods and procedures.

**ABILITY TO**

- Accurately estimate time and materials required in the conduct of a comprehensive custodial operation;
- Read and interpret building blueprints, working drawings and sketches, product labels, and material safety data sheets;
- Plan, organize, coordinate, and supervise, inspect and evaluate the work performed by custodial personnel;
- Maintain a variety of files and records, and prepare and present clear and concise reports;
- Write and speak clearly and concisely;
- Make effective written and oral reports;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships
- Follow safety procedures and written & verbal instructions;
- Work co-operatively with staff, students, contractors and the public;
- Make independent decisions;

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**CUSTODIAL SUPERVISOR**  
**(continued)**

**EMPLOYMENT STANDARDS**

**ABILITY TO -continued**

- Work autonomously;
- Demonstrate good problem-solving skills;
- Organize tasks, set priorities & meet deadlines;
- Manage multiple tasks;
- Direct, supervise & instruct others;
- Respond appropriately to evaluation & changes to the work setting

**EDUCATION**

High school diploma or general education degree (GED), supplemented by coursework or training in organization and supervision, custodial operational methods and procedures, or other related areas.

**EXPERIENCE**

Four years of experience in school custodial work, including one year in a lead or supervisory capacity.

**LICENSE REQUIREMENT AND CONDITIONS OF EMPLOYMENT**

Possession of a valid California Motor Vehicle Driver's License, and maintain possession of such license during the course of employment. Insurability by the District's liability insurance carrier.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

**Physical Demands:** Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pound (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

**Working Conditions:** Work indoors and outdoors. Exposure to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT STATUS**

Classified Management Position