

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL CUSTODIAL SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of a school Administrator, plan, coordinate and perform custodial services to maintain an assigned high school plant in a neat, clean, sanitary and safe condition; train, supervise and evaluate the performance of custodial staff.

#### **REPRESENTATIVE DUTIES:**

Confer with Assistant Principal regarding custodial activities, special events and issues; interact with outside clubs, agencies, universities and others using high school facilities for meetings and functions. **E**

Assist with the preparation and revision of work schedules. **E**

Train, supervise and evaluate the performance of assigned personnel; assign and review work; counsel and discipline personnel as appropriate; prepare and maintain employee attendance reports; coordinate detention students activities as assigned. **E**

Perform security duties relating to buildings and grounds during assigned hours; inspect facilities and grounds and contact proper authority if fire, safety, security or other related problems occur. **E**

Empty and clean waste receptacles; refill dispensers and collect from receptacles. **E**

Adjust and arrange furniture and equipment; coordinate the set-up and cleaning for special events, meetings and other school activities. **E**

Perform custodial duties according to prepared work schedules. **E**

Perform minor maintenance of custodial equipment and materials. **E**

Perform minor repairs and adjustments to building fixtures and equipment; repair lockers; report need for repair to proper authorities. **E**

Operate and maintain custodial equipment; demonstrate the proper and safe use of materials and equipment to assigned personnel; operate vehicle as directed incidental to work activities to travel to and from District warehouse and vendor locations. **E**

Inspect school plant and other facilities to assure that safety and cleanliness standards are met and work is completed according to instructions. **E**

Maintain a variety of records as required. **E**

Assist in ordering and maintaining custodial materials and supplies for assigned buildings; maintain custodial equipment and supplies inventory according to established requirements.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, materials and equipment used in custodial work.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Requirements of maintaining school buildings in a safe, clean and orderly condition.  
Principles and practices of supervision and training.  
Safety practices and work methods.  
Basic fire, safety and security regulations for school facilities.

**ABILITY TO:**

Plan, coordinate and perform custodial work.  
Use and instruct others in the proper usage of cleaning equipment and materials.  
Perform minor repairs to facilities and equipment.  
Learn to interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Understand and follow oral and written directions.  
Train, supervise and evaluate personnel.  
Maintain records.  
Order and maintain custodial supplies and equipment.  
Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible custodial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment; subject to evening or variable hours.

**PHYSICAL ABILITIES:**

Lifting, bending, pushing and moving heavy objects, standing and walking for extended periods of time, bending at the waist, seeing to assure proper and complete cleaning, dexterity of hands and fingers to operate power cleaning equipment, and hearing and speaking to exchange information.

**HAZARDS:**

Exposure to cleaning chemicals and related vapors.