

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CUSTODIAL SUPERVISOR

PAY GRADE: C-2

OVERTIME STATUS: NON EXEMPT

MAJOR RESPONSIBILITY:

To perform supervisory work in the janitorial maintenance of buildings and facilities. The employee in this position supervises custodians and is responsible for the appearance, cleanliness, and janitorial maintenance of the buildings and facilities.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent.
2. Years of Experience in field: Five years' experience in janitorial work, including some experience in a supervisory capacity.
3. Special skills or abilities related to position: Knowledge of janitorial materials and equipment. Knowledge of and the ability to perform all janitorial duties. Knowledge of the hazards in custodial work and the necessary safety precautions.

Ability to instruct and train employees in new methods and procedures. Ability to supervise personnel, plan and assign work, and maintain morale of crew. Be able to demonstrate ability to read, write and perform simple arithmetic that is related to the job. Sufficient vision to perform duties accurately. Ability to communicate accurately with co-workers and superiors. Ability to receive, comprehend, and follow oral instructions. Sufficient manual dexterity to handle small objects such as sponges and brushes. Ability to lift articles weighing up to forty-five (45) pounds. Ability to walk without aid, stoop, bend, crouch, stand for long periods, reach above head, and climb a ladder/stool. Ability to work both indoors and outdoors, in all weather conditions. Ability to work with chemicals and cleaners.

ESSENTIAL JOB FUNCTIONS:

1. Schedule and supervise the work of custodians.
2. Spend the major portion of a work shift performing the duties of a working custodian.
3. Provide on-the-job instruction to fellow workers for accomplishing specific tasks.
4. Provide feedback concerning equipment.
5. Monitor the productivity and activities of a team of workers involved in accomplishing certain tasks.
6. Prepare and submit reports.
7. Serve as an immediate source of technical know-how for fellow workers.
8. Maintain various records.
9. Deliver chemicals and supplies to custodians.
10. Repair equipment.
11. Order materials and supplies.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Equipment operation.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- In or with moving vehicles and/or equipment.
- Grease or oils.
- Dust.
- Cleaning solutions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: As assigned to specific buildings, with schedules made at Building 10 (Maintenance), Ocala Campus

SUPERVISOR OF POSITION: Director of Facilities