

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CUSTODIAL SUPERVISOR

PAY GRADE: C-4

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.

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 moral of crew. Be able to demonstrate ability to read, write and 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 chemical and cleaners.

ESSENTIAL JOB FUNCTIONS:

1. Schedule and supervisor the work of custodians.
2. Spend the major portion of a work shift performing the duties of a working Custodian.
3. Provides 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. Prepares and submits reports.

ESSENTIAL JOB FUNCTIONS (Continued):

7. Serve as an immediate source of technical know-how for fellow workers.
8. Maintains various records.
9. Delivers chemicals and supplies to custodians.
10. Repairs equipment.
11. Orders 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Walking.
- Standing.
- Bending.
- Driving.
- Equipment operation.

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 - Facilities