

## **CUSTODIAL SERVICES SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and semi-administrative work of a moderately complex nature which involves responsibility for coordinating and overseeing the custodial operation in all the buildings at Rockland Community College. The work is performed under the general supervision of an administrator and supervision is exercised over a large housekeeping and cleaning staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises all custodial staff and establishes work policies and procedures for such staff;  
Coordinates all cleaning and housekeeping activities at Rockland Community College;  
Oversees master scheduling for custodial staff;  
Establishes performance and safety standards for custodial staff and establishes a program to ensure that such standards are met;  
Reviews and evaluates existing custodial services and makes changes, when appropriate;  
Supervises inventory of supplies and equipment, evaluates supply use and equipment performance, and makes recommendations for improved equipment and supplies;  
Supervises the maintenance of staff time and attendance records;  
Conducts job interviews, makes recommendations for hiring and evaluates employee performance;  
Prepares reports, as required;  
Reviews maintenance work requests and assigns work, when appropriate;  
Prepares preliminary section budget, including staffing, equipment, and supplies, for submission to administrator;  
Oversees preventive programs to avoid pest and vermin infestation.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standards mandated by the Occupational Safety and Health Act (OSHA) and other regulations related to housekeeping and cleaning; good knowledge of cleaning supplies, equipment, practices and methods for cleaning and maintaining College facilities; ability to coordinate and supervise a large custodial operation and to assign and inspect staff work; ability to maintain moderately complex records and prepare moderately complex reports; ability to use a personal computer in order to access and apply software program for housekeeping specifications.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and five (5) years of work experience managing or supervising a large-scale (20 or more) work force, at least two (2) years of which involved managing or supervising large-scale custodial operations in an academic or comparable setting\* as a major function of the work.

**NOTE:** A Bachelor's degree or higher in Business Administration, Personnel Management or related may be substituted for two (2) years of the required general experience.

\*Comparable setting shall be defined to include corporate or municipal office buildings, hospitals, nursing homes, conference centers, etc.; it shall not include private homes, apartment buildings, supermarkets and other retail stores, etc.

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Competitive