

Spec. Code: 3805
Occ. Area: 03
Work Area: 026
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 12/15/09
Last Action: Rev.

SUPERVISOR OF RESIDENTIAL CUSTODIAL OPERATIONS

Function of Job

Under administrative supervision from a designated administrator(s), to direct all custodial activities of a multiple housing operations.

Characteristic Duties and Responsibilities

1. employs and trains custodial personnel
2. establishes work loads for the custodial supervisory staff
3. organizes work assignments and time schedules and directs the establishment of same for custodial employees
4. establishes custodial training programs
5. is responsible for the proper testing and use of materials and supplies
6. establishes efficient and effective methods of performing custodial activities
7. establishes standards of housekeeping; establishes inspection procedures to ensure compliance with these standards
8. works with residence hall or other staff and students regarding custodial matters
9. prepares custodial budgets, custodial activity reports, and related materials
10. establishes procedures and policies pertaining to custodial personnel
11. maintains personnel records as required
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling **three (3) years (36 months)**, from the categories below:
 - Supervisory work experience in building custodial operations

- Bachelor's Degree in business management, human resources or similar management related coursework
 - 60 semester hours equals 18 months
 - 90 semester hours equals 24 months
 - 120 semester hours or higher equals 36 months

2. **Two (2) years (24 months)** of experience in the management of a custodial operations

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of cleaning materials and practices in large-scale operations
2. Knowledge of public sanitation methods and procedures
3. Basic knowledge of business procedures and methods
4. Ability to organize and direct a large staff
5. Ability to interpret cost and related operating reports and data
6. Ability to organize and prepare written correspondence and reports
7. Ability to work effectively with students, staff, and the public
8. Ability to communicate effectively orally and in writing
8. Administrative ability
9. Supervisory ability