



**PROPOSED POSITION DESCRIPTION**

<b>Title: Assistant Custodial Manager</b>	
<b>Department: Maintenance and Operations</b>	<b>FLSA Classification: Exempt</b>
<b>Bargaining Unit: None</b>	<b>Work Year: 12 Month</b>
<b>Reports to: Custodial Manager</b>	<b>Board Approval Date: Pending</b>

**Salary Grade: Scheduled Management Salary Schedule (Range 4)**

**Primary Function:**

Under the general direction of the Custodial Manager, the Assistant Custodial Manager performs responsible supervisory work involving the assignment and direct supervision of custodial employees in maintaining the cleanliness and sanitation of buildings, offices, classrooms, furnishings, and equipment as well as building entrances and exterior walkways and parking lots.

**Essential Job Functions include, but are not limited to, the following:**

1. Supervises the activities of Night Custodians directly by using verbal and written instructions in compliance with the guidelines provided by the immediate supervisor and using independent judgment in instances not covered by the guidelines.
2. Assists the Custodial Manager in ensuring that custodial services meet the needs of the District and the School. Establish custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects.
3. Assists the Custodial Manager in ensuring that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines.
4. Assist the Custodial Manager in developing an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance.
5. Assist the Custodial Manager with evaluating individual performances to meet established standards, providing required evaluations on custodial personnel, and making recommendations regarding the retention of new employees.
6. Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants.
7. Enforces District rules and policies regarding employee conduct by advising custodial personnel of the District's rules and policies on employee conduct, issuing verbal warnings and written reprimands for violations, and recommending progressive disciplinary action to the immediate supervisor as appropriate.

8. Assists the Custodial Manager in evaluating new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use.
9. Advises the immediate supervisor on the condition of the District's buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs.
10. Assists Custodial Manager in ensuring that administrative records and reports regarding custodial personnel are accurate and current by reviewing employee time cards or monthly time sheets and monitoring employee absences.
11. Performs daily custodial duties as needed in support of the departmental mission. Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates.
12. Provides continuity of supervision and leadership by assuming the duties and responsibilities of the Custodial Manager as required by special circumstances.
13. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with other cultures or backgrounds.
14. Remains competent and current by attending training and/or courses required by the immediate supervisor.
15. Contributes to the overall success of the assigned department by performing other essential duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

1. Education: A high school diploma or the equivalent is required.
2. Experience: At least four years of experience in custodial services, two of which must have been supervisory, which includes knowledge of cleaning procedures, equipment, and supplies, is required. Four years of custodial supervisory experience is preferred.
3. Valid California Driver's License.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

Knowledge of: Chemicals and cleaning supplies, custodial equipment, and best practices regarding the use of custodial labor.

Skills: Supervisory skills; management skills, such as planning and organizing; strong oral and written communication skills; and the ability to train new employees are required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

### **Working Conditions**

Indoor office and outdoor environments, moderate noise, continuous contact with staff, and frequent interruptions. Will need to travel to various school sites and meeting venues. Evening hours will be

required to provide support and inspections for Night Custodian Staff. Possible exposure to chemicals or hazardous materials.

**Physical Abilities**

Inspect documents and other written materials with fine print. Communicate to exchange information in person, in small groups, and/or on the telephone. Move about the facilities to conduct work, including walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, climbing, and remaining in a stationary position for long periods of time. Operate office equipment requiring repetitive hand movement and fine coordination. The ability to operate custodial equipment. The ability to lift up to 50 lbs.