

**CUSTODIAL MANAGER
Contra Costa College**

DEFINITION

Under direction, the Custodial Manager is responsible for managing the cleaning of all campus buildings at Contra Costa College; to supervise the custodial staff, organizing and coordinating their activities; and to do related work as required.

RESPONSIBILITIES

The Custodial Manager is primarily responsible for the following activities:

Planning, organizing, and managing the work of day and night cleaning personnel.

Assigning regular work schedules and assuming responsibility for the cleanliness and safe condition of the buildings.

Evaluating and training personnel in the performance of their duties.

Supervising and checking the cleaning and care of rooms, rest rooms, halls, buildings, fixtures, and equipment requiring activities, such as sweeping, mopping, scrubbing, polishing, dusting, waxing, disinfecting and related duties.

Assigning special duties for various educational, social, and civic activities, arranging for proper equipment, heating, ventilating and lighting.

Conferring and cooperating with college staff regarding use of the plant.

Inspecting buildings and reporting dangerous, unsightly, or unsanitary conditions, or seeing that such conditions are corrected.

Assisting in the development of specifications for custodial supplies, school furniture, and laundry services.

Preparing purchase requests for custodial supplies after having determined the most satisfactory materials.

Maintaining inventories so that adequate supplies are on hand.

Arranging time schedules, vacation periods and planning work priorities.

Maintaining time records for the custodial staff.

Contracting and securing temporary help to meet needed work commitments.

REPORTING RELATIONSHIPS

The Custodial Manager reports to the Director of Business Services.

(Over)

MINIMUM QUALIFICATIONS

Knowledge of:

- Custodial methods, materials, chemicals, disinfectants, and equipment.
- Sanitation and safety measures used in the operation, cleaning, and care of equipment and work areas.
- Principles of effective supervision and training.

Demonstrated ability to read and write English at the level required for successful job performance.

Four years of increasingly responsible work experience in custodial services.

Completion of a high school education or equivalent.

DESIRABLE QUALIFICATIONS

Familiarity with:

- Computer programs and the use of the microcomputer for inventory, budget and management purposes.
- WordPerfect, Lotus, DBase III.

Familiarity with and experience in interpreting union contracts.

Demonstrated skills in problem solving.

Knowledge of:

- Sound safety practices.
- Federal regulations regarding the handling of hazardous materials.

First Aid certificate.

Demonstrated ability to:

- Understand a budget and budget process.
- Plan, organize, coordinate, and manage the work of a custodial staff.
- Estimate and order materials and supplies needed.
- Maintain accurate and current records.
- Establish and maintain cooperative working relationships.