



## Job Classification Description

**ASSISTANT CUSTODIAL SUPERVISOR/CONFERENCE SET-UP  
COORDINATOR/VTC** **Grade 9**  
**VSC UP – PAT Bargaining Unit** **Non-Exempt**

### **BASIC FUNCTION**

To assist in the supervision of college custodial and housekeeping services and set-up of conference sites.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Assist with planning, supervision and coordination of daily custodial/housekeeping services for a college campus.
- Supervise, directly and indirectly, approximately five to twelve custodial/housekeeping staff: assist the coordinator in interviewing and hiring; train new employees; in consultation with the coordinator, plan and issue daily work assignments; monitor work in progress and check completed work; assist staff with difficult or unusual tasks or problems; recommend for planning staffing needs and work schedules; keep timesheets as required; bring personnel problems to attention of supervisor.
- Distribute supplies and equipment; order and maintain appropriate inventories of all materials used. Instruct and implement new cleaning techniques and procedures as appropriate.
- Supervise setup of meeting and conference spaces for outside groups according to schedule; responsibility for setting up audio visual equipment for groups.
- Prepare administrative reports on work performed, inventory, and the like.
- Open and check academic buildings during academic year and for outside groups.
- Monitor custodial services expenditures and ensure that budget guidelines are met.
- Ensure that all applicable work safety and security procedures are followed.
- Perform regular quality control inspections.
- Perform custodial/housekeeping duties as needed.
- Perform related duties as assigned.

### **SUPERVISION RECEIVED**

Minimal supervision is received from the Custodial Supervisor/Conference Set-Up Coordinator.

### **SUPERVISION EXERCISED**

Functional and partial administrative supervision, direct and indirect, of approximately five to six custodial staff.

### **MINIMUM QUALIFICATIONS**

High school education, plus four to six years of relevant work experience, including some supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good technical knowledge and skills related to commercial/institutional custodial/housekeeping operations.
- Ability to combine supervisory activities of setting up conferences with supervision of custodial work.

Assistant Custodial Supervisor/Conference Set-Up Coordinator/VTC, continued

- Some familiarity with setting up audio visual equipment.
- Good basic reading, writing, math, administrative, and supervisory skills.
- Physical ability to perform all job duties.
- Ability to work cooperatively with a variety of college personnel.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**12/93**