



VERMONT STATE COLLEGES

Job Classification Description

**CUSTODIAL SUPERVISOR - JSC
VSC UP – SUP BARGAINING UNIT**

**Grade 10
EXEMPT**

BASIC FUNCTION

To supervise college custodial and housekeeping services. To coordinate with conference office personnel to insure facilities are prepared and set up for meetings and conferences.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, supervise and coordinate daily custodial/housekeeping services for a college campus.
- Supervise, directly and indirectly, approximately five to twelve custodial/housekeeping staff: assist in interviewing and hiring; train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist staff with difficult or unusual tasks or problems; assist in planning staffing needs and work schedules; keep timesheets as required; bring personnel problems to attention of supervisor.
- Oversee the distribution of supplies and equipment; order and maintain appropriate inventories of all materials used. Discuss and implement new cleaning techniques and procedures as appropriate.
- Oversee set-up of meeting and conference spaces for outside groups according to schedule.
- 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 Director of Physical Plant.

SUPERVISION EXERCISED

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

MINIMUM QUALIFICATIONS

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

- Strong technical knowledge and skills related to commercial/institutional custodial/housekeeping operations.
- Ability to coordinate activities of setting up conferences with on-going supervision of custodial work.
- 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.