

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Assistant Custodial Manager

BASIC FUNCTION: Under the supervision of the area Manager/Director, responsible for the quality and administration of the custodial program; provides leadership in the areas of plant cleanliness District wide; and provides coverage in the absence of the Custodial Manager and other management personnel.

SUPERVISORY RESPONSIBILITIES: May supervises Custodians, Floor Crew, and Short-Term employees.

REPRESENTATIVE DUTIES:

1. Plans, organizes, supervises, inspects and assists, as necessary, the work of the cleaning crew, assists in developing plans and schedules for cleaning of facilities assigned, and coordinates furniture moves/facilities set ups.
2. Issues and maintains a supply of custodial materials and has the ability to maintain a weekly to bi-weekly inventory of custodial supplies and keeps necessary records, including time cards, and makes necessary reports.
3. Turns on heating equipment and adjusts for temperature change.
4. Trains new employees and calls substitute custodians as needed.
5. Reports maintenance needs and cleaning problems to the Custodial Manager.
6. Supervises all custodian positions.
7. Participates in employee evaluation process.
8. Assists in interpreting college programs to the general public through community contacts and participation in community activities.
9. Serves as a member of the Management Association.
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
11. Performs other related responsibilities as may be assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Three years directly related experience in janitorial custodial work is required. At least one year of supervisory experience is required.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier is required.

KNOWLEDGE OF: Principles of supervision; the methods, materials, and equipment used in custodial work; oral and written communication skills.

ABILITY TO: Maintain schedules for periodic cleaning of facilities assigned; observe and report needs for maintenance or supplies; maintain records; lay out schedules; supervise work of others, including custodial, grounds and/or maintenance staff; prepare necessary written reports; work accurately; meet deadlines; establish and maintain an effective working relationship with others.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers.

WORKING CONDITIONS: Custodial environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.