

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

JOB TITLE: Custodial Manager

BASIC FUNCTION: Under the supervision of the area Director, responsible for the quality and administration of the custodial program; provides leadership in the area of plant and furniture cleaning.

SUPERVISORY RESPONSIBILITIES: May provide supervision to Assistant Custodial Manager, Senior Custodians, Custodians, Floor Crews, Gymnasium Attendants, Custodians, and other custodial personnel.

REPRESENTATIVE DUTIES:

1. Conducts daily rounds to inspect areas and weed out discrepancies so that custodians can handle in a timely manner.
2. Plans and schedules all work assignments for first, second and third shifts.
3. Takes bi-weekly inventory of supplies on hand to determine what is needed for custodial maintenance.
4. Goes through two week activity schedules to determine set ups around campus and delegates the work to custodians to accommodate all functions.
5. Reviews all work orders submitted to the custodial department and schedules them for completion.
6. Prepares light chart reports and submits copy to maintenance department so that they can fix burned out lighting, as needed.
7. Prepares reports on daily operations throughout the month.
8. Meets with Senior Custodian to obtain any information on problems that may have occurred while this supervisor was out.
9. Checks all incoming emails for custodial business
10. Checks and handles all voicemails.
11. Checks all cost department, inner district mail and handles accordingly, mail consists of fax requests, District mail to employees, invoices from vendors, work orders and memos, etc.
12. Assists with the selection screening and interview process, as needed
13. Prepares staff evaluations.
14. Serves as a member of the Management Association.
15. 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.
16. Performs other related responsibilities as may be assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: At least five years of directly related full-time custodial work, including two years of successful custodial supervisory experience is required.

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

KNOWLEDGE OF: The principles of supervision; modern methods, materials, equipment used in custodial work.

ABILITY TO: Understand, carry out, and provide oral and written directions; establish schedules and equitable work assignments for custodial personnel; observe and report needs for maintenance or supplies; maintain adequate records; supervise work of others and prepare necessary written reports; communicate clearly and effectively; work accurately; meet deadlines; provide effective supervision of personnel; and 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: Custodial staff, maintenance and grounds personnel, staff, students, and security.

WORKING CONDITIONS: Normal 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.