



POSITION ANNOUNCEMENT

Working Custodial Supervisor

Applications are being accepted for the Working Custodial Supervisor position. This position will perform custodial duties as well as be responsible for scheduling, supervising, and overseeing custodial staff in the tasks of cleaning and maintaining the College's buildings, classrooms, labs and offices to ensure the safety, health, and welfare of the students, faculty, staff and the general public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED required; Associates' Degree or Technical School Certification preferred.
- Minimum 2 years of experience in custodial management and supervision required.
- Minimum 3 years of experience with custodial operations preferred.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of safety management.
- Be able to read and understand SDS sheets.
- Ability to interpret and explain pertinent department policies and procedures.
- Ability to effectively communicate both oral and verbal.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to careers@northweststate.edu using subject line "Working Custodial Supervisor."

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on "Careers at NSCC."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Arcbhold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 3/20/2019



POSITION TITLE: Working Supervisor - Custodial

DEPARTMENT: Facilities

SUPERVISOR: Director – Plant Operations, Construction & Renovation

GRADE LEVEL: IV, Exempt

GENERAL PURPOSE

This is a working custodial supervisor position. This position will perform custodial duties as well as be responsible for scheduling, supervising, and overseeing custodial staff in the tasks of cleaning and maintaining the College's buildings, classrooms, labs and offices to ensure the safety, health, and welfare of the students, faculty, staff and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise the custodial staff and Four County work transition students.
2. Coordinate schedules and assignments with the Director of Plant Operations, Construction, and Renovation to meet the needs of the college.
3. Conduct custodial performance inspections and evaluates quality of work.
4. Conduct or facilitate custodial training to ensure standardization of cleaning practices.
5. Develop and maintain building cleaning data log.
6. Routinely clean lobbies, offices, corridors, elevators, stairways, classrooms, entrance and restrooms.
7. Provide detailed cleaning consisting of total wipe down of all areas, stripping, sealing, waxing of all resilient floors; carpet and rug vacuuming; window washing; dusting of furniture and equipment, and other cleaning as deemed necessary.
8. Maintain inventory control of all cleaning supplies, including re-stocking and re-ordering as needed.
9. Occasionally may be asked to assist in event set-ups and tear downs for college and community functions.
10. Maintain flexible schedule in order to observe work on all shifts and coordinate requests for custodial services for weekend functions.
11. Select and determine proper equipment for cleaning the College facilities.
12. Collaborate with purchaser of custodial supplies and custodial staff about chemicals, products and equipment used.
13. Perform initial drain maintenance and minor leak repairs.
14. Maintain current copies of SDS data for staff.
15. Report maintenance problems when discovered.
16. Assist in maintaining and updating procedural manual as needed.
17. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:

- High school diploma or GED required; Associates' Degree or Technical School Certification preferred.
- Minimum 2 years of experience in custodial management and supervision required.
- Minimum 3 years of experience with custodial operations preferred.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of safety management.
- Be able to read and understand SDS sheets.
- Ability to interpret and explain pertinent department policies and procedures.
- Ability to effectively communicate both oral and verbal.

SUPERVISION EXERCISED

Supervise the custodial staff and Four County work transition students.

RESPONSIBILITY FOR PUBLIC CONTACT

Some contact with the general public concerning room rentals and event set ups.

PHYSICAL DEMANDS

Ability to lift 10 to 50 pounds, move furniture, and operate custodial equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.