

MARSHALL COUNTY, ALABAMA

Job Description

CUSTODIAL SERVICES SUPERVISOR

Department: Maintenance/Courthouses

Job Code: 515

Pay Grade: 103

FLSA Status: Non-Exempt

Reports To: Chief Maintenance Supervisor

JOB SUMMARY

The Custodial Services Supervisor oversees assigned housekeeping functions by coordinating the activities of workers engaged in cleaning and maintaining County buildings. Assigns tasks to housekeepers and inspects completed work for conformance to established standards; issues supplies and equipment. Submits requisitions or purchases cleaning supplies and equipment, in accordance with established procedures. Assists and instructs workers, as needed. Provides work performance information to Chief Maintenance Supervisor for use in work performance evaluation.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of tasks according to an established schedule to ensure that County facilities are neat and clean at all times.
- Cleans door glass.
- Sweeps, mops, or vacuums floors and stairs, as needed.
- Cleans, damp mops, and sprays and buffs vinyl floors as needed.
- Strips, waxes, and buffs vinyl floors, as needed.
- Shampoos or steam cleans carpets, as needed.
- Dusts and cleans surfaces in corridors, lobby, cafeteria, offices, and courtrooms, including handrails, fire apparatus, and walls, vacuums drapes, as needed.
- Empties trash and garbage from receptacles throughout the building and picks up garbage and trash from grounds.
- Cleans and restocks bathrooms.
- Orders and maintains inventory of supplies and keeps stock buggy loaded.
- Locks and unlocks doors and maintains building security.
- Assigns, coordinates, and inspects the work of a small group of individuals engaged in the cleaning of County buildings.
- Informs custodians of any special tasks to be completed on a daily basis.
- Trains new personnel regarding the use of cleaning supplies and methods, and schedules for performing various tasks.
- Performs spot checks to assure that work is completed in a timely manner and in accordance with established procedures.
- Monitors work performance and informs the Chief Maintenance Supervisor of progress of new employees, or of any problems with employees.
- Reports maintenance issues, as needed.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and two (2) years of experience in commercial cleaning of buildings, or an equivalent combination of education and experience. Supervisory experience preferred.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of generally accepted methods of commercial cleaning of buildings.
- Knowledge of products and equipment used in cleaning buildings.
- Knowledge of safety precautions and procedures associated with commercial cleaning.
- Ability to communicate effectively orally with co-workers, supervisors, and the general public.
- Ability to supervise housekeepers.
- Ability to work independently.

PHYSICAL DEMANDS

The work is heavy and requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking at a level to convey information, standing, stooping, talking at a level to exchange ideas, visual acuity at a level to determine accuracy and thoroughness of work, and walking.

WORKING CONDITIONS

Work is performed in a relatively safe and secure work environment that may periodically have unpredicted requirements or demands. Work exposes the employee to hazards associated with cleaning and disinfectant chemicals, occasionally blood and sewage.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.