



Example of Custodial Supervisor Job Description

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Our innovative and growing company is looking to fill the role of custodial supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for custodial supervisor

- Plan, schedule and organize all shift work
- Manage the cleaning material and supply inventory the inventory for all restroom consumables
- Responsible for maintaining a first-class operation, delivering superior service to internal and external clients
- At the direction of the Director of Building Operations, work in collaboration with the Concourse Manager & Supervisors to ensure all areas within the Arena are cleaned and staffed appropriately
- Insure employee uniforms are being cleaned and maintained to the highest standards to help generate a positive guest experience
- Evaluate, counsel and initiate performance appraisals and/or disciplinary actions
- Communicate with staff, administrators, clients, and the general public as authorized
- Maintain standards of work performance and replace absent custodians
- Requisition and maintenance of inventory of janitorial supplies
- Coordinate, schedule, and supervise custodial operations for special events

Qualifications for custodial supervisor

- Occasionally (1/3 of the time or less) stoop, kneel, crouch or crawl
- Well-developed interpersonal and verbal communication and writing skills

- Ability to analyze relevant operational issues and identify solutions
- Willingness and availability to work hours outside as directed – for example, inclement weather or other University priorities
- Skills in basic grounds maintenance practices and techniques