



## Job Description / Duty Statement

22<sup>nd</sup> District Agricultural Association

<b>Classification Title / Code:</b> Custodian Supervisor I	
<b>Working Title:</b> Custodian Supervisor I	
<b>Department:</b> Facilities	<b>Reports To:</b> Facilities Manager
<b>Supervision Exercised:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Time Base:</b> <input checked="" type="checkbox"/> Full Time
<b>Location:</b> <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote	

### Position Description

Under the general direction of the Facilities Manager/Maintenance and Operations Supervisor II, the duties of the Custodian Supervisor I include, but are not limited to, maintaining and cleaning offices, restrooms, buildings, and other assigned areas of the Fairgrounds, ensuring all areas are kept clean and orderly throughout District property; operating a variety of cleaning tools and equipment; coordinating and leading the activities of permanent and seasonal custodians and laborers; assisting permanent maintenance workers; and other related tasks.

### Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.

45%	<b>General Custodial</b> <ul style="list-style-type: none"> <li>Oversees a variety of custodial functions cleaning buildings, offices, and/or common areas by sweeping, mopping, scrubbing, spot cleaning, and waxing floors; vacuuming rugs; spot cleaning and shampooing carpets; emptying and sanitizing waste receptacles; cleaning and disinfecting areas such as floors, stairways, elevators, hallways, break rooms, kitchens, restrooms, offices, and lobbies; cleaning ceilings, walls, interior and exterior of windows, window screens, mini blinds, vents, and lights fixtures.</li> <li>Demonstrates a complete knowledge of chemicals and equipment used in performing all required cleaning duties through utilization of personal protective equipment (PPE) and materials safety data sheets (MSDS).</li> <li>Plans daily operations and schedules labor. Develops cleaning schedules and routes for year-round operation and event-driven activities.</li> <li>Performs regular inspections on the quality of service being completed. Performs audits on daily inspection checklists, perpetual inventories, tool control, and management of documentation. Provides feedback to upper management regarding staff performance.</li> </ul>
30%	<b>Daily Operations, Inventories, and Repair Requests</b> <ul style="list-style-type: none"> <li>Oversees daily custodial operations, completing inventories and preparing lists of materials and/or supplies, products, tools, and equipment necessary to order or re-order to maintain adequate supply inventory.</li> <li>Provides a clean and safe environment in accordance with safety, building, and</li> </ul>

	<p>maintenance standards and guidelines.</p> <ul style="list-style-type: none"> <li>Assesses and completes appropriate documentation for supervisors to report building and facility repairs throughout the property to include, but not limited to broken restroom dispensers or fixtures, burned-out lighting, doors sticking and/or not latching, broken locks, elevator malfunctions, etc. in order to maintain safe buildings and to ensure the delivery of quality service.</li> <li>Participates in ongoing training about chemicals, infection control, policies and procedures, etc.</li> <li>Maintains effective working relationships with team members, communicating with courtesy and respect.</li> <li>Drives motorized carts safely and in accordance with policies and procedures to and from work areas.</li> </ul>
20%	<p><b>Restrooms, Trash Removal, and Furniture</b></p> <ul style="list-style-type: none"> <li>Assists in the cleaning of restrooms as needed for events activity, utilizing common industry tools and cleaning products to scour, disinfect, and sanitize sinks, countertops, fixtures, toilets, walls, and floors; restocks all restroom supplies (e.g. paper products, soap refills); replenishes janitorial supplies as needed.</li> <li>Oversees the safe operation of custodial equipment and machinery throughout the facility.</li> <li>Performs isolation cleaning, including spills and emergency clean-up as needed.</li> <li>Assists with furniture moves within buildings for setups and take-downs; assists with rearranging furniture, pictures, and equipment as required. Cleans and polishes cabinets, furniture, and woodwork areas.</li> <li>Polishes metalwork, turns out lights, locks doors and windows.</li> </ul>

### Marginal Job Functions

5%	<p><b>Other Related Responsibilities</b></p> <ul style="list-style-type: none"> <li>Attends all job-related trainings as required, such as weekly departmental meetings, safety training, etc. and works cooperatively with all staff.</li> <li>Rotates to cover other custodial positions as determined by supervisor(s).</li> <li>Performs other duties as directed, requested, or assigned, consistent with roles and responsibilities.</li> </ul>
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### Typical Working Conditions

Essential job functions require considerable physical strength, agility, and mobility to perform heavy, sustained physical work. Work activities involve occasional periods of sitting, standing, balancing, crawling, kneeling, reaching, squatting, stooping, and bending and twisting of waist and neck. Work involves frequent walking, including walking on uneven ground. Work activities also include frequent lifting, carrying, pushing, and pulling average-weight cleaning and maintenance equipment, tools, materials, supplies, and furniture up to 50 pounds; occasional ascending and descending stairs and ladders; and occasional power grasping and repetitive hand movement, fine finger dexterity, and coordination to operate various equipment. Work activities require ability to operate light vehicles including riding power equipment, to verbally

communicate and hear to exchange information, to see to perform assigned tasks, and to read, write, and speak English at a level required for successful job performance. Work is performed both indoors and outdoors under adverse weather conditions and necessitates willingness to conform to the District's uniform requirements. Work involves occasional exposure to the elements consisting of dust, dirt, fumes, chemicals, and unpleasant odors. Work environment involves some exposure to hazards or physical risk that require following basic safety precautions.

**Attendance, Conduct, and Performance Expectations**

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

**Duties of this position are subject to change and may be revised as needed or required.**