



Custodial Supervisor – Facilities Department
Salary: \$18.10 - \$27.10 Hourly

Custodial Supervisor – Douglas County, Oregon

Full Time Non-Exempt Position - 40 Hours per Week

Department: Facilities

Under the direction of the Facilities Manager, the Custodial Supervisor:

Supervises custodial staff in the day-to-day accomplishment of work. This position distributes work to custodial employees, maintains the progress of work and makes decisions to assure completion of assigned work. In addition, this position performs basic and routine cleaning duties to agency buildings; restock supplies; and other miscellaneous duties in order to ensure that the agency facilities are maintained in a healthy, safe and sanitary manner.

CUSTODIAL JOB DUTIES AND RESPONSIBILITIES

- Perform basic cleaning of agency buildings which includes: vacuum, clean, mop, strip, wax, and buff floors; shampoo carpets; wash windows, blinds, walls, ceilings; clean and stock restrooms; dust and clean furniture; refill supplies. Collect trash and dispose. As needed, wash all windows, inside and out; clean walls, doors, etc.
- Provide assistance to building users and prepare rooms for users; setup, take down tables, chairs, power panels and electric cords.
- Follow instructions regarding the use of chemicals and supplies and use as directed. Maintain an adequate supply of cleaning materials and supplies and restock as necessary.
- Handle recycling materials. Attend to cleaning/building emergencies as necessary.
- Report any maintenance issues to Facilities Manager.
- Perform other related duties as required.

SUPERVISORY JOB DUTIES AND RESPONSIBILITIES

1. Supervise, train, assign work to, manage daily schedule, set priorities, and monitor work performance of custodial staff and volunteers. Review and approve timesheets. Complete staff performance evaluations. Address performance issues. Coach and improve employee performance through effective communication, documentation and feedback, and other positive performance management strategies.
2. Create and maintain training plans for staff. Track training requirements and ensure trainings are completed within required timeframes. Maintain staff training records.

POSITION REQUIREMENTS

Minimum Qualifications:

Knowledge of: Considerable knowledge of cleaning methods, procedures, equipment and supplies used in custodial maintenance. Reasonable knowledge of Safety Data Sheets and hazard procedures.

Skill in: Safe operation of appropriate power tools and equipment. Skill in problem solving, decision making, and time management. Skill in supervision of staff. Organizational skills necessary for setting up files, creating documentation, and recordkeeping.



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Ability to: Communicate effectively in oral and written forms; interpret and comply with written and oral instructions; estimate time and materials for individual projects and manage time efficiently; adjust to priority changes and work well under pressure; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; establish and maintain records and reports; courteously meet and deal effectively with other employees, facility users and the public. Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. Ability to work independently. Ability to plan, prioritize, schedule, organize, track, document, report and evaluate work and job performance of staff to increase productivity, maximize available resources, and ensure that agency custodial needs and goals are met and/or exceeded. Must follow all safety rules and practices, and perform work in a safe manner.

Education, experience and training: Three years of custodial work experience preferred. One year of supervisory experience preferred. An equivalent combination of experience and education that demonstrates the required knowledge, skills and abilities required for the position will be considered in lieu of the outlined requirements.

Background Check

- This position requires driving between facilities using a company-owned vehicle. At time of appointment, must possess valid Oregon driver's license. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- At time of appointment, must be enrolled in the Criminal History Registry.
<https://secure.emp.state.or.us/ccd/>

Other Requirements:

- Acquire an initial first aid card within 30 days of hire and renew as necessary to keep current.
- Following appointment and within 60 days, must participate in a Head Start staff health appraisal.

Physical Demand and Working Conditions:

- This position requires bending, lifting occasionally up to 60 pounds, frequently lifting between 5 & 25 pounds, reaching, walking, carrying, manipulating, sitting, pulling, stooping, keyboarding, pushing and standing.
- This position requires frequent mental and/or visual attention.
- This position is often performed under somewhat disagreeable working conditions, with exposure to dust, dirt, cold and water.

Download and Complete UCAN APPLICATION: www.ucancap.org/careers

Submit completed application to: ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: ucanhr@ucancap.org