BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Supervisor of Custodial Services

DEPARTMENT: Physical Plant

FUNCTION: Supervises the day to day work of the College’s custodians and handles all staff scheduling. Monitors the College’s compliance with OSHA standards, rules and regulations, assuring the workplace and overall environment are free from serious recognized hazards. Regularly inspects custodial work to ensure quality standards are consistently achieved.

REPORTS TO: Director of Custodial Services

SUPERVISES: Head Working Custodian, Senior Custodians and Custodians

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises the day to day operations of the College’s custodial work, projects and staff scheduling and functions.
2. Monitors the College’s compliance with OSHA standards, rules and regulations, assuring the workplace and overall environment are free from serious recognized hazards.
3. Assists in identifying needs and developing goals for custodial programs; coordinates the operational procedures for custodial activities and projects.
4. Monitors and inspects the daily work of custodial personnel to ensure established standards for custodial work are consistently achieved.
5. Works with the Head Working Custodian to recommend specific cleaning products and equipment, determine supply needs and prepares orders.
6. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
7. Setting up and cleaning up for a wide variety of events including moving tables chairs, furniture and decorative items based on logistics for events provided.
8. Performs additional tasks or duties as assigned by the Director of Custodial Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Possesses solid knowledge of rules and regulations of PEOSHA and OSHA. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** High School Diploma or the equivalent required.

**Experience:** Minimum of 5 years custodial experience with 1 year supervisory background in an educational, hospital or similar facility required and:

- Have a valid New Jersey driver’s license
- Be able to work any shift any day of the week
- Be able to lift up to 75 lbs.
- Be able to bend and kneel
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, wear protective equipment including eye glasses, gloves, hard hat, and coveralls
- Be able to see small objects, work alone, and twist objects (including but not limited to brooms and brushes)
- Read, write and speak English and understand material data sheets.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________ Date: __________
Name/Title

Approved by: __________________________ Date: __________
Name/Title

Reviewed by: __________________________ Date: __________
Human Resources

Board Approval: ________________________ Date: __________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**