

Custodian Supervisor Task List

Supervision

1. Informs employees of performance standards and work assignments, including responsibility, equipment, method, and time frame, in order to ensure that employees are aware of supervisor's expectations and that all assignments are completed correctly and efficiently.
2. Reviews staffs' performance related to cleaning, maintenance, and other tasks by inspecting restrooms for cleanliness and adequate supplies, checking that trash cans have been emptied, inspecting windows and curtains, and checking that lights are turned off and doors are locked, and asking questions regarding job progress in order to ensure that quality and quantity of work are consistent with standards.
3. Discusses completed work with employees, including the quality and quantity of work, timeliness, and problems encountered, and provides verbal or written feedback in order to provide recognition for good performance and/or coaching for effective performance of future assignments.
4. Documents incidents of noteworthy good or poor job performance, evaluates employees in areas relevant to the job using departmental forms, documents employee evaluations, and discusses evaluations with the employee, including by explaining ratings, asking for comments, and answering questions, in order to provide positive and negative feedback and identify developmental needs.
5. Counsels employees regarding work related problems, such as rule infractions or attendance problems, and suggests sources of help for personal problems which are affecting job performance, and/or disciplines employees in accordance with departmental progressive disciplinary procedures in order to address any performance issues.
6. Applies equal employment opportunity principles by notifying employees of relevant training and development opportunities, informing employees of promotional opportunities, and making unbiased decisions regarding hiring, work assignments, and performance evaluations in order to perform personnel policy functions.
7. Receives and addresses employee concerns, including grievances, by verifying the information received, talking to parties involved, and researching records in order to recommend a resolution to the employee or management.
8. Reviews submitted time records via department timekeeping electronic systems and requests for use of vacation, sick leave, or changes in work schedules in order to ensure coverage for assignments and accurate records for payroll.

Training

9. Orients new employees, including Custodial Services Attendants, Custodians, and Senior Custodians, to work group, by making introductions, explaining job requirements, and explaining relevant personnel policies, procedures, and benefits in order to establish Department expectations and work standards.
10. Trains employees by demonstrating or explaining work methods and procedures to employees, including by providing training in how to safely and correctly use equipment, such as power scrubbers and buffers, clean various materials, safe practices for working on ladders, how to safely mix various cleaning agents, responsibilities concerning building security, and other safety hazards, in order to ensure that employees are properly trained and can successfully perform their job duties.
11. Answers questions from employees regarding work assignments, including when problems arise, when cleaning methods or equipment are not working, or when external factors, such as citizens' complaints, are impeding work, in order to provide further direction.
12. Recommends methods to employees regarding their work duties, such as using a different cleaning solution, using a particular piece of equipment, or practicing proper lifting techniques, in order to increase the efficiency and/or safety of performing tasks.

Scheduling

13. Plans and assigns work to employees based on factors, such as department priorities, the assignments' difficulty, resources needs, and time frame, as well as employee workload and training, in order to ensure that workload is dispersed appropriately over time and among staff.
14. Tracks staff assignments, via Microsoft Excel or department databases, by documenting assignments given and recording updates to the status as activities are completed in order to monitor work performed by staff.

Safety

15. Secures assigned areas by making observation rounds, including by turning on or off lights as appropriate, looking for and reporting fire and other safety hazards, suspicious persons, or signs of break-in and theft, and locking doors, gates, and windows or checking that they are locked in order to ensure the safety of self and others.
16. Responds to employee injuries on the job and processes worker's compensation documentation by following Personnel Procedures in order to ensure the treatment

of the employee and proper documentation.

17. Identifies facility or equipment issues, submits work orders through online platforms, such as MAXIMO and HelpDesk, and/or coordinates with craft workers in order to ensure timely repairs.

Inventory Management

18. Orders supplies, such as soaps, paper towels, toilet paper, trash bags, buckets, and mops, via a computer based on current and future need in order to ensure sufficient supplies are available to complete assignments.
19. Receives, stores, issues, and tracks inventory supplies and equipment, including vacuums and buffers, via Microsoft Excel or department databases, in order to maintain accurate records and organized inventory.

Communication

20. Informs employees orally or in writing of relevant information from management, such as changes in policy or department objectives and interpretations of City policies or MOUS, in order to ensure everyone is provided relevant information.
21. Writes and submits activity, inspection, and other reports in order to inform management of unit activities, conditions requiring further attention, and/or any concerns, suggestions, or ideas from employees.
22. Discusses unit activities and assignments with other supervisors and/or management in order to coordinate work across units.