



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant Supervisor, Custodial Services

JOB SUMMARY

Performs supervisory and participatory work in the custodial maintenance of buildings. Responsible for assigning and supervising the work of a large group of custodians in an assigned area or building. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Custodial

Supervises: Custodial Personnel

PRIMARY DUTIES - *May include, but not limited to the following:*

Supervises custodians in all phases of the custodial program in a specific building or area.
Participates in custodial work such as mopping, dusting, vacuuming, waxing and other cleaning.
Reports damage, needed repairs or equipment replaces needed in the buildings.
Requisitions supplies for the assigned building.
Travels to and checks buildings for the accomplishment of work to accept standards.
Restock and collect money from sanitary napkin machines.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Instructs new employees on the use of materials and equipment and the procedure for assigned work.

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Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Four years of experience in custodial/maintenance work including a minimum of two years as a supervisor of a large work unit.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of the materials, methods, and practices essential to the cleaning of buildings.

Ability to assign and check the work of subordinates and to instruct employees in building cleaning operations.

Ability to understand and follow oral and written instructions.

Ability to effectively communicate orally, both in person and by telephone and radio and in writing.

Ability to use a buffer, vacuum, water vacuum, mop, broom, dust pan, mop bucket and wringer.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; stoop; squat; kneel; type; write by hand while performing essential functions; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; climb 6' ladder; talk or hear. Specific vision abilities required by this job include close vision, distance

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vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 30 pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. While performing the duties of this position, the employee may be required to travel. The noise level is moderate to loud. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors and around mechanical, electrical, fume/odor, dust/mites, chemical and toxic waste hazards.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.