

## **CUSTODIAL SERVICES PROGRAM SUPERVISOR**

### **I. TITLE DEFINITION**

This is responsible work related to the supervision of complex custodial operations within a large UW-institution. Positions allocated to this title have responsibility for custodial operations in an assigned area or all custodial operations at an institution. Work involves planning, assigning, and directing a variety of cleaning activities. Positions at a comprehensive institution or doctoral campus report to a higher-level program administrator with a broad area of responsibility which exceeds custodial services. Positions may be assigned additional program responsibilities in such areas as laundry supply/transportation, sewing operations, and upholstery/shoe repair. Work is performed under general supervision.

Examples of work performed include any combination of the following, but are not limited to:

- Supervise staff, including subordinate-level supervisors and/or lead workers
- Recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees
- Supervise all aspects of a building cleaning operation, including making work assignments and reviewing work
- Conduct periodic inspection of areas to check for quality of cleaning performed
- Check for needed building and equipment repairs and write work orders
- Write purchase requests for supplies and maintain an inventory control
- Maintain employee time records and arrange vacations and sick leaves
- Prepare physical building space arrangements for conferences and other special events
- Plan and assign work to be performed by the cleaning crews
- Make regular inspections of utilities, such as plumbing, heating, and ventilating equipment, and report the need for repairs and replacements to the supervisor
- Participate in testing new cleaning methods, products, and equipment
- Make reports and keep record of methods and procedures and products being used in the cleaning operation
- Supervise all aspects of hotel cleaning operations
- May direct students or other limited-term employees, and/or inmates of correctional facilities

### **II. QUALIFICATIONS**

The qualifications required for this classification will be determined at the time of recruitment.

### **III. RELATED TITLES**

Custodial Services Supervisor  
Power Plant Superintendent  
Crafts Worker Supervisor  
Maintenance Supervisor  
Laundry Services Supervisor