JOB DESCRIPTION

Custodial Supervisor

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the supervision of custodial staff. Incumbent also has the responsibility of ensuring buildings are clean, attractive, and meet all health standards. Incumbent relieves supervisor of routine administrative duties and has the authority to exercise discretion and judgment in a wide variety of areas.

Examples of Work Performed
Establishes and maintains housekeeping schedules and assigns employees to areas for various housekeeping duties.

Conducts comprehensive inspections to check the completion of work assignments.

Ensures that assignments are appropriately staffed and that employees have adequate supplies and equipment for completion of assignments.

Discusses general housekeeping procedures with personnel of assigned areas. Recommends and implements procedure changes.

Ensures the maintenance of floors for University buildings.

Maintains records and submits reports concerning personnel, equipment, supplies, expenses, and general housekeeping activities.

Recommends various personnel actions, including but not limited to hiring, merit recommendations, promotions, transfers, and vacation schedules.

Monitors and ensures the training of personnel.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Establishes housekeeping schedules and assigns duties in work areas.
2. Inspects work to ensure completion.
3. Ensures adequate supplies and equipment for assignments.
4. Maintains records and submits reports.
5. Recommends various personnel actions.
6. Monitors and ensures training of personnel.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to assist in lifting up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand and walk. The incumbent is periodically required to use hands to finger, handle, or feel objects, tools, or controls; sit; and reach with hands or arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Three (3) years of experience related to the above described duties.

AND

Licensure:
A valid driver’s license may be required depending on the department

Background Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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