Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- All areas of the Custodial department meet the standards set for a clean and safe campus community
- Workloads are distributed that are fair and all areas are serviced to a level that maintains a pleasant environment

Essential Duties and Responsibilities:
- Supervises personnel which includes recommendations for hiring, firing, training, work allocation and problem resolution
- Trains employees on cleaning and equipment techniques, methods and procedures
- Organizes workload to ensure deadlines are met and schedules work assignments in order of priority
- Ensures adherence and oversees work to be sure that it meets established SMC and departmental policies and procedures, Quality Assurance program and safety standards
- Completes Quality Assurance inspections daily
- Carries a two-way radio and responds to calls as they come in
- Dispenses keys and accounts for them daily
- Inspects buildings daily and makes contact with all Custodians twice per shift if possible
- Counsels employees when necessary
- Completes performance evaluations
- Plans short and long range project work
- Records attendance and completes employee payroll
- Assists in cleaning areas when short staffed
- Makes sure Special Events are covered
- Completes paperwork daily and maintains records
- Documents incidents that occur during the shift
- Reports needed repairs and follows up if necessary
- Makes sure the staff has adequate supplies and working equipment to do their job
- Attends training as required by the College
- Responds to any emergency calls 24/7
- May need to assist the other shift supervisor certain times of the year which includes working on their shift

Secondary Responsibilities:
- Makes sure custodial closets are clean and well stocked
- Requires that equipment is used carefully and makes sure it is returned to proper areas
- Brings broken equipment to Electrical Shop
- Reports injuries on shift to Public Safety
- Provides accounts of vandalism incidents and turns in found items to Public Safety
- Picks up dirty linen
- Assists with and oversees stripping and waxing floors

Positions Supervised:
- Custodians (Day Shift Supervisor—minimum of 20)
- Custodians (Night Shift Supervisor—minimum of 19)
Major Contacts:
- Custodians
- Associate Director of Facility Services/Custodial Services
- Facilities
- Public Safety
- Faculty/staff/students
- Visitors
- Sodexho Staff

Demonstrates Excellence:
- Interacts well with employees and motivates them so that the work accomplished meets Custodial department and College standards
- Strives for good morale amongst employees so they feel appreciated and will reflect this in their work
- Provides fair and consistent leadership when interacting and managing issues with all employees
- Handles work-related challenges confidently, using good analytical and problem solving skills

Education and Work Experience:
- High school diploma plus some post-secondary education, work experience, or specialized training
- 3 to 5 years of custodial or related experience
- Minimum of two years supervisory experience, directly related to the duties and responsibilities specified

Analytic Skills:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communication skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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<td>Microsoft Word</td>
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Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
Saint Michael's College  
Job Description  
Job Title: Supervisor of Custodians

- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Supervisor of Custodians, the employee is occasionally required to lift and/or move 26-50 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Ability to interact with all different personalities and know how to handle them to get the most positive results
- Availability for rotational 24/7 on call if any emergencies should occur at anytime during the day or night
- Some overnight travel
- Must be able to manage the responsibilities of shift, personnel and workloads
- Effective communication skills, both oral and written

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.