



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### CUSTODIAN SUPERVISOR

**DATE POSTED:** July 20, 2017

**APPLICATION DEADLINE:** August 3, 2017

**Position no./ Range:** 4104/ 47.01

**Union Status:** Non- Union

**Starting Pay/ Range:** \$18.40 - \$20.31 p. hr.

**Status/ Hours:** FT / Exempt

**Hours of Work:** 8:00a- 5:00p

**No. of Positions:** 1

**Location:** 5660 Copley Dr., SD, CA 92111

**Dept./ Program:** Operations

#### **Basic Job Assignment:**

Under general supervision of the Facilities Manager, the Custodian Supervisor supervises the Custodian team, oversees the day-to-day duties of all custodians, and performs custodial and cleaning duties as needed. The Custodian Supervisor will provide management and supervision to approximately 25 unionized Custodian/ Maintenance Technicians.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of the unique cleaning requirements related to childcare facilities; custodial equipment and cleaning materials and experience determining appropriate and safe use of supplies; standard computer systems and applications such as word processing, spreadsheet, database management, electronic mail, internet, (Microsoft Office, Adobe, Outlook, etc.); materials, supplies and equipment utilized in cleaning activities; proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools and equipment; use and minor maintenance of hand and power tools and equipment used in custodial work; safety practices and equipment related to the work; proper mixing and dilution of cleansers, disinfectants and stripping agents; and safe work methods and safety regulations pertaining to the work. The ideal candidate will also have the ability to understand and follow written and oral instructions; direct and supervise custodial work crews and guide, train, evaluate and coach employees in a team setting as well as on an individual basis; respond quickly and appropriately to emergency or sensitive situations along with the ability to carry out work according to policies and procedures; safely operate automobiles and small vans; complete assignments independently without immediate supervision; establish and maintain effective working relationships with those encountered in the course of the work; read and comprehend simple instructions, short correspondence, and memos and to write simple correspondence; effectively present information in one-on-one and small group situations to other employees of the organization; explain employment policies and procedures such as workers' comp., medical leaves and union contracts; lead by example and model a caring and open work environment that values the individual, teams and teamwork; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics; apply common sense understanding to carry out detailed but uninvolved written or oral instructions; and deal with problems involving a few concrete variables in standardized situations; plan and organize staff workflow. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- High school diploma or General Educational Development (GED) required;
- Some college level coursework in a related field is preferred;
- A minimum of five (5) years related work experience and/or training **OR** equivalent combination of education and experience;
- A minimum of two (2) years management/ supervision experience required;
- Experience working in a childcare facility **AND** in a large custodial department required;
- Experience and knowledge of an effective work order system(s) required;
- Experience in safety practices and delivering safety trainings for custodial staff required;
- Certification in Pediatric First Aid and CPR must be met within 90 days of employment;
- A valid California Driver's License is required;
- Must meet and maintain State law and County licensing requirements regarding employment in a child care center (Fingerprints, TB, Physical, Immunizations);
- Specific OSHA/ Safety certifications (i.e. OSHA- 10 or OSHA- 30) highly desired.

### **Example of Major Functions:**

- Oversees the day-to-day duties of all Custodians;
- Supervises, trains and/or monitors work performance of assigned staff, interns and/or volunteers;
- Addresses complaints and recommends solutions;
- Assists in the hiring, on-boarding and training of new employees;
- Perform quality, service, and safety inspections and tracks quarterly cleanliness and inspection forms;
- Monitors employees for proper use of personal protective equipment, supplies, and equipment;
- Acts as the conduit of information between management and front-line staff;
- Tracks equipment and supply inventory and ensures all central warehouse procedures are followed by staff;
- Maintains detailed records;
- Assigns substitute custodians to areas where primary custodian is absent.
- Sweeps, mops, scrubs and polishes floors; sweeps and vacuums rugs; spot-cleans carpets;
- Dusts and polishes furniture and does minor yard work;
- Empties, cleans and lines waste receptacles and disposes of trash;
- Washes doors, windows, walls, ceilings and furniture;
- Cleans and disinfects restrooms;
- Restocks restroom supplies as necessary;
- Oversees and follows up on the need for maintenance and repair;
- Closes windows, turns off lights and locks doors to secure buildings;
- Keeps basic records of work performed, time sheets, etc.;
- Observes safe working practices, including maintaining storage areas in a safe condition;



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- Corrects or reports any safety or fire hazards;
- Follows label instructions to mix and dilute cleansers, disinfectant and stripping agents to ensure proper strength for use;
- Uses a wide variety of tools, equipment and supplies;
- Cleans lighting fixtures and replaces light bulbs and fluorescent tubes;
- May assist other maintenance personnel in maintaining buildings and fixtures;
- Operates vehicles to deliver supplies and materials between various NHA sites;
- Moves office furniture and equipment and may make minor repairs.
- Reviews and resolves issues relating to all custodial functions;
- Prepares a variety administrative reports with analysis and recommendations;



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org). Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

**NOTE:** *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

### **ABOUT NHA**

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation;

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|---|------------------------------------|--------------------------------|
| • Sick leave;                             | • 401K Retirement Plan;            | • Life & Disability insurance; |
| • 13 paid holidays;                       | • Medical;                         | • Supplemental Life &          |
| • Two (2) personal days;                  | • Dental;                          | Voluntary Products;            |
| • Four (4) days annual bereavement leave; | • Flexible Spending Account (FSA); | • Social Security;             |

*\*Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

*This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.*

**Please note that offers of employment are only valid if they are made by the Human Resources Department**