

ASSISTANT CUSTODIAL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervisory work involving the efficient and economical use of people, equipment and materials in the custodial care and cleanliness of a residential health care institution or similar facility. Work is performed under the supervision of the Complex Supervisor and in coordination with the facility administrator in accordance with federal and state regulations and local procedures. Supervision is exercised over skilled and semi-skilled custodial workers with leeway allowed for the use of judgement in carrying out responsibilities.

TYPICAL WORK ACTIVITIES:

Supervises custodial employees in the performance of their cleaning and maintenance tasks;

Plans, develops, organizes, implements procedures, evaluates, and directs the custodial or housekeeping unit;

Coordinates custodial or house keeping services with other activities of the institution;

May serve on various committees of the facility (i.e. infection control, safety);

Monitors the work of maintenance and cleaning contractors and keeps records on same;

Maintains records and makes oral and written reports;

Performs other tasks as required such as snow removal.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning practices, supplies and equipment and the ability to use them economically, safely and efficiently; good knowledge of the laws, regulations, and policies relating to housekeeping functions in a long-term care facility or similar facility; ability to plan and supervise the work of others; ability to work effectively and harmoniously with others; patience; tact; cheerfulness; enthusiasm; dependability; the ability to understand and carry out

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written and oral instructions; and ability to keep records and prepare reports.

MINIMUM QUALIFICATIONS: Three years' experience in performing housekeeping or custodial duties in a large organization, one year of which must include supervisory experience, including or supplemented by training or experience of housekeeping and cleaning environmental control practices and procedures.

SPECIAL REQUIREMENT(S) FOR APPOINTMENT: Possession of a current valid New York State motor vehicle operator's license of appropriate class.

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Last Reviewed: 9/16/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan: 10/5/2022