



**Terra is pleased to announce the following open position:**

All positions contingent on funding

**POSITION**

Position Title	Custodial Supervisor
Reports to	Director of Plant Operations and Coordinator of Campus Safety and Evening Services
Department	Plant Operations
Is this position a supervisory position?	Oversees housekeeping tasks of custodians as directed. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.
Office Location	

**SCOPE**

Summary of Posting	Schedules, supervises and oversees the custodial tasks of cleaning and maintaining the college's buildings, classrooms, labs and offices to ensure the safety, health, and welfare of the students, faculty, staff and the general public.
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## Job Responsibilities

Coordinates schedules with the Coordinator of Campus Safety and Evening Services, Director of Plant Operations, Administrative Assistant in Plant Operations and custodians to meet the needs of the college.

Generates and coordinates the work schedules for the custodial employees; Approves custodial staff vacations and timeslips.

Conducts the custodial performance evaluations.

Develops and maintains building cleaning data log.

Routinely cleans lobbies, offices, corridors, elevators, stairways, classrooms, entrance, restrooms.

Provides detailed cleaning consisting of total wipe down of all areas, stripping, sealing, waxing of all resilient floors; carpet and rug vacuuming; window washing; dusting of furniture and equipment, and other cleaning as deemed necessary.

Occasionally may be asked to assist in event set-ups and tear downs for college and community functions.

Collaborates with purchaser of custodial supplies and custodial staff about chemicals, products and equipment used.

Maintains current copies of MSDS data for staff.

Reports maintenance problems when discovered.

Assists in maintaining and updating procedural manual as needed.

Performs other duties as assigned by supervisor.

## REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Associate Degree required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Two years of supervisory experience strongly preferred.

Knowledge

Knowledge of chemical usage

Skills

Effective verbal, written, and listening communication skills.

Effective problem solving skills.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment desired.

Demonstrated ability to effectively communicate one-on-one and in small groups.

Ability to read and interpret documents.

Demonstrated ability to work as a team player, and collaborate with colleagues.

Other Characteristic  
(Personality, Attitude, Social  
Presence, etc.)

## COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Evenings and Nights with occasional weekends
Hiring Range (Min - First Quartile)	Range begins at \$26,790

## ADDITIONAL POSTING INFORMATION

Job Open Date	Immediately
For Full Consideration Apply By	4-Sep-09
Application Review Date	8-Sep-09
Job Close Date	Open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to:  Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

**Terra Community College is an Affirmative Action/Equal Opportunity Employer**









Administrative  
Professional Staff  
Support Staff  
Faculty  
Non-Credit Instructor  
Student Worker

Full-Time  
Part-Time

Exempt (salaried)  
Non-Exempt (hourly)

Internal Posting for current employees only  
External Posting open to general public  
Internal - Current Staff Union Employees Only

Yes  
No

Yes  
No  
No - one year lectureship position