

PATRICK HENRY COLLEGE

POSITION DESCRIPTION

Title:	Facilities Services Student Supervisor
Department:	Facilities Services
Reports to:	Director of Campus Facilities and Security
Supervises:	Grounds and Custodial Student Employees

POSITION SUMMARY:

The ideal candidate must have a sincere heart for serving the Lord and be able to work with young adults. They must be patient, encouraging, and have a teachable spirit. Above all, they must be an example to those serving under them.

The candidate will have supervisory experience and knowledge of custodial and grounds services, must be able to handle numerous projects simultaneously, and must work well with others and be a team player.

The candidate will manage daily custodial and grounds operations, maintain a high level of customer satisfaction, provide high quality service, training and coaching student employees, maintain proper supply levels, adhere to company policies, and ensure a safe work environment.

Responsibilities include:

- Recruiting, training, and supervising students for custodial and grounds positions
- Observing and monitoring the general condition and appearance of all campus buildings, grounds, assets, and keeping them all in excellent functional and aesthetic order
- Responding to custodial-related calls in a timely manner
- Operating custodial cleaning machines, and ordering supplies
- Working with vendors and contractors
- Working with outdoor grounds related contractors such as pest control, landscaping, parking lot repair and maintenance, etc.
- Operating grounds equipment such as tractors, zero turn mowers, and other various equipment as necessary and teaching others how to use equipment

ESSENTIAL JOB FUNCTIONS:

It imperative that all work be done in a manner that supports and advances the mission of the College.

- Managing the cleanliness of all buildings and grounds:
- Perform daily and weekly inspections of all buildings taking notice of any custodial and maintenance issues that need to be addressed. Report maintenance issues via the online Facilities Work Request Form. Address custodial issues personally or through student employees. If an outside contractor is needed, consult with the Director of Campus Facilities and Security.
- Identify areas that require a preventative custodial schedule
- Manage custodial and grounds projects as necessary (e.g., carpet stain removal, tile and grout treatment, urine and hard water stain removal and prevention, special requirements for grounds)
- Develop, record, evaluate, and implement procedures, systems, schedules, and routines
- Identify, troubleshoot, and resolve problem areas

- Managing and coordinating activities of student employees engaged in cleaning the facilities and grounds:
- Recruit, hire, and orient student employees; Monitor daily work hours; Handle disciplinary issues as needed; Give student employee appraisals.
- Provide training to employees on the safe use of chemicals and agents
- Train employees on use of the custodial equipment such as shampooers, floor scrubbers, etc.
- Create daily task lists for each shift in addition to regular work schedules.
- Perform inspections and provide technical guidance and direction to employees.
- Schedule safety training on all equipment.
- Managing products and maintaining equipment and supply inventories:
- Orders inventory and other supplies, ensure appropriate levels of stock on a weekly basis, and maintain order and organization of the storage closet
- Evaluate and makes recommendations concerning cleaning products and equipment
- Oversee equipment (e.g., vacuums, Clark Auto Scrubber, carpet extractors, laundry machines, brooms, mop heads, etc.) and schedule all routine and preventative maintenance on all grounds equipment
- Developing, evaluating, and managing custodial and grounds budget
- Responding to emergency situations in consultation with Director of Campus Facilities and Security to develop a plan to address the situation
- Ensuring that sidewalks, parking lots, and roads are clear during inclement winter weather
- All other assigned duties

INTERACTION/COMMUNICATION:

Internal: Superiors, subordinates, students, staff, and faculty

External: Contractors, vendors, parents, patrons, trustees, donors, and citizens

Communication:

- Uphold applicable policies, procedures, programs, and practices
- Respond to questions, handle and share information, solve problems, research, advise, and instruct.

MINIMUM QUALIFICATIONS:

- Must be able to enthusiastically subscribe to the Patrick Henry College [Statement of Faith](#).
- Three years previous demonstrable full-time work experience in custodial management and supervisor experience directly related to this job is preferred
- Proficiency in computer software is required, including email, MS Word, MS Excel, MS PowerPoint, and Adobe as needed
- A valid driver's license and a clean driving record (i.e., no moving violations within the past 24 months) are required.
- Must have impeccable work record, work ethic, and personal and professional references.
- This role requires someone who can work without direct supervision.
- Must have full range of motion; ability to see clearly at close range and long distances (with corrective lenses, if necessary); ability to hear and discern human speech, and other sounds and noises; ability to smell, detect and discern odors; ability to repetitively lift and carry 75 pounds; ability to stand and/or walk for extended periods of time; ability to work extended hours and shifts.
- Must have a high school diploma or equivalent.
- Must be available during routine work hours: Monday through Friday, 7:00am – 3:30pm. The Facilities Services Supervisor may be responsible for weekend and after-hours calls regarding priority custodial and grounds needs.

EMPLOYEE CLASSIFICATION:

- Full-time, exempt
- Essential Personnel: On-call beyond normal business calls for emergency response