

## **SOUTH GEORGIA COLLEGE JOB DESCRIPTION**

**Working Title:** Special Services Supervisor  
**Job Classification:** Special Services  
**Department:** Physical Plant

### **Purpose:**

Supervises floor custodial services for South Georgia College building and facilities. Also, coordinates room or site set-up activities for all the various meetings and functions held on campus.

### **Nature of Work:**

- Prepares, organizes and delegates work assignments for subordinates.
- Ensures that cleaning requests are completed properly.
- Provides training for subordinates in proper custodial methods and procedures as needed.
- Attends to staffing and personnel issues such as attendance, tardiness and disciplinary actions.
- Inventories custodial equipment and supplies and prepares orders as needed.
- Inspects facilities and furnishings for needed cleaning/repairs; inspects work of subordinates and make corrections as needed.
- Responds to custodial emergencies as needed.
- Performs cleaning duties for absent co-workers.

### **Knowledge, Skills and Abilities:**

- Knowledge of proper custodial service practices, techniques and procedures.
- Knowledge of South Georgia College campus (buildings and facilities and) custodial requirements or needs.
- Knowledge of the operation and use of equipment tools and supplies used in building maintenance.
- Ability to perform heavy lifting when required. (Approximately 30-50 ILBS)

- Ability to supervise others.

**Required/Desired Education, Experience and Necessary Qualifications:**

- High school diploma or GED and three years experience in an institutional, industrial or commercial setting, including two years supervisory or lead worker experience.
- Ability to comprehend and successfully perform oral and written tasks directed by supervisor.

**Supervision:**

The Special Services Supervisor reports to the Director of Physical Plant.