



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Assistant Custodian
 Supervisor

DEPARTMENT: Facilities &
 Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$14.86- \$22.36 / hour

GRADE: 18

Assists in the supervision of custodial workers performing housekeeping tasks.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following:

- Supervises, coordinates and assists in the work activities of workers performing housekeeping and grounds keeping tasks. Instructs work force on current and new work procedures. Directs activities of custodial unit when Custodian Supervisor is absent. Implements approved work, training and safety programs. Interviews job applicants; recommend new hires, promotions and other personnel actions. Evaluates and disciplines subordinates.
- Orders and requisitions equipment and supplies, and submits work reports.
- Ensures work is completed in a timely manner and in accordance with established procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Four (4) years of experience in a related area is preferred. Two (2) years of supervisory experience is preferred.
- Demonstrated leadership qualities. Ability to plan and implement programs, policies and procedures.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.
- Must have a valid Driver's License.
- Interpersonal skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.