



WHEELER

Custodial Services Supervisor - Providence Campus September 2023

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a **Custodial Services Supervisor** to join our school.

This is a full-time, 12 month salaried “working” position, assigned to the Operations Department and reports directly to the Director of Campus Facilities. The Custodial Supervisor is responsible for the operational management of the Wheeler School’s custodial services. The Custodial Supervisor plans and manages the human, supply, equipment and technical resources to ensure the Wheeler School campus facilities are cleaned in accordance with appropriate health and safety standards for educational facilities. The Custodial Supervisor develops and implements goals and standards for custodial services at the Wheeler School, and supports campus event set ups and breakdowns, and serves as an extension of campus security after hours making sure the campus is secured at the end of each night. All members of the Operations Department are “essential personnel” and are tasked with being first responders to crisis management situations that may arise including fire, chemical spills, active shooter, power outages, and weather related emergencies.

Primary Job Responsibilities

- Manage the custodial services activities including training, procurement and personnel management; provides technical expertise in custodial best practices.
- Verify and approve invoices for payment, ensuring price and quantity accuracy.
- Manage inventory of custodial equipment, supplies and materials.
- Assist in testing and evaluating new products, keeping the Director of Campus Facilities informed of outcomes.
- Manage staff performance through clear communication of work responsibilities and expectations, performance appraisals, staff recognition, attendance management, current position descriptions, and appropriate corrective discipline.
- Manage and supervise contracted cleaning operations, verifying operations have been completed to satisfaction and standards of The Wheeler School.
- Perform nightly inspections of all buildings monitoring staff performance, communicating with staff in person and providing training.
- Assure a competent and efficient custodial workforce by conducting annual, and as needed, training of departmental personnel in the proper use of all custodial equipment, chemical usage and handling, shop safety, and demonstrating appropriate work methods in compliance with OSHA regulations.
- Maintain custodian SDS binders/HAZCOM and enforce federal regulations governing environmental protection, hazardous waste disposal and the use of chemical substances and materials.
- Provide reports as requested, and prepare quarterly summaries of accomplishments and effectiveness of the custodial department.
- Work with the Maintenance Supervisor to support the night-time event set-up, break down and cleanup.
- Serve as a backup custodian when staff are out sick or on vacation.
- Perform snow removal as well as supervise custodial team snow removal operations.
- Contribute to the overall success of Facilities Management by performing other essential duties and responsibilities as assigned by the Director of Campus Facilities.

Planning

- Participate in annual budget preparation, administer the budget, monitor and report variances.
- Develop the custodial work schedules, review workloads and make recommendations for alteration.
- Develop and implement systems and processes to establish and maintain records for operating deliverables.
- Develop, implement and oversee standards required to maintain cleanliness and safety in the facilities.
- Participate in the creation of and implement departmental policies and procedures, assuring adherence by custodial staff.
- Participate in annual goal setting and define the resources required to achieve such goals.
- Focus the custodial staff on achieving the operational goals, adjusting work duties and processes as required.

Problem Solving

- Analyze workflow and workload trends and patterns to identify opportunities for improvement, resource allocation and cost benefit.
- Identify emerging issues and their implications for service delivery outcomes of cleanliness and safety.
- Develops strategies to anticipate and overcome potential obstacles to service delivery and reflects on the custodial department's successes and failures to continuously learn and improve procedures.
- Anticipates potential obstacles to service delivery and develops strategies to overcome.
- Engages custodial staff and clients in problem management, helping to define, implement and evaluate solutions.
- Will serve as a fill in emergency call out as required.

Knowledge, Skills and Abilities Required

- Ability to work independently and on a team, including communicating effectively and establishing and maintaining effective working relationships with coworkers, school and maintenance staff, and others.
- Ability to supervise and train employees and provide appropriate feedback and coaching, including organizing, prioritizing and scheduling work assignments.
- Ability to develop, maintain and monitor quality control standards and to write and edit policies and procedures.
- Working knowledge of the operation of school HVAC, electrical and fire alarm systems.
- Demonstrated knowledge of products and equipment related to custodial services, testing methods for new products and equipment, and ability to provide technical guidance and training to staff.
- Understands budget preparation and fiscal management.
- Strong critical thinking, troubleshooting, customer service, problem-solving and decision-making skills.
- Proficient user of technology, including knowledge of Microsoft Word, Excel and PowerPoint.

Qualifications

- High School Diploma and a minimum 5 years of supervisory experience, preferably in an educational institution.
- Certificates in Building Services and Custodial Supervision (preferred).
- Proficiency with Spanish or Portuguese (preferred).
- Ability to consistently meet requirements below:
 - Standing, walking, talking, and hearing; regular use of hands and fingers to handle, or feel objects, tool, or controls; frequent reaching with hands and arms; occasionally required to sit; frequently must squat, stoop or kneel, reach above the head and reach forward; and frequently bend or twist at the neck and trunk more than the average person.
 - Frequent lifting and/or moving up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific

vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreaser, and sprays. The noise level in the work environment is usually moderate.
- The employee must be able to meet deadlines with severe time constraints.
- Must have a valid driver license

How to Apply

Interested candidates should send a cover letter and resume by **September 29, 2023** to bobpacheco@wheelerschool.org and cc careers@wheelerschool.org.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.