

PUENTE Learning Center Custodial Supervisor

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 2 to 80+, from preschool to adults, including digital literacy, English as a Second Language, High School Diploma, and more. PUENTE operates a top-rated Early Childhood Education Program and an academically excellent Charter Elementary, After-School Enrichment and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, having served over 100,000 students since 1985.

We want strong collaborators, skilled communicators and developed problem solvers who are comfortable in a culture of continuous learning and who are excited to implement innovative ideas and solutions in service to the mission of the organization. The ideal individual will have the ability to exercise good judgment in a variety of situations and process the ability to manage multiple priorities while ensuring essential functions such as; provide employee safety training, evaluating employee performance, planning the daily work schedule of custodial staff or contractors, monitors work of contract staff, maintains inventory and distribution of custodial supplies and equipment, including ordering special materials and supplies for operations or events, performs facilities inspections to ensure hazards are mitigated, and facilities are in good condition.

The Custodial and Facilities Manager will report to the V.P. of finance and Administration and work along with all the facilities and custodial team. This role will be essential as they will identify employee resources and expertise and utilize employee experiences, skills to plan, schedule and perform custodial duties and other tasks as well as conduct ongoing training and custodial inspections. The candidate must be capable of adapting to changes quickly with the utmost positive attitude while efficiently and effectively managing other responsibilities.

RESPONSIBILITIES

- Oversee the maintenance and custodial needs of the facilities department including directing the performance of custodial personnel.
- Completes work orders pertaining to maintenance and repairs.
- Performs advanced, skilled general maintenance and repair work on facilities.
- Performs daily site inspections of the facilities.
- Regularly inspects work to ensure thoroughness and to identify safety hazards
- Responds to emergencies such as power outages, water interruptions, fire hazards and injuries.
- Knowledge of machinery, electronics, and plumbing in order to perform preventative maintenance functions. This includes, but is not limited to, compressors, machines, A/C units, filters, and fixtures.
- Performs minor electrical repairs, such as replacing lamps, ballasts, switches, receptacles, cord caps, and switchplates.
- Oversees and may assist assigned contractors ensuring the safety, quality and cleanliness of work performed.
- Must be able to follow written and oral instructions while being able to clearly communicate in the same manner.
- Be able to prioritize and complete assignments in a timely manner and be able to perform tasks with minimal supervision.
- Performs related tasks as required

MANAGERIAL DUTIES

- Work with the department's directors, managers, and staff as team in managing, supervising, planning, coordinating and inspecting the work performed by the Custodial staff.
- Apply a style of management with an "inclusive team leader/coach" approach. In order to provide this leadership, this position requires a service-oriented win-win attitude, strong communications skills, both written

and oral technical skills and knowledge. Promotes and projects a positive attitude and quality service philosophy in the department.

- Manages custodial team and leads by example and instills organizational core values to ensure the department is accountable for operational and financial outcomes
- Develops training programs to ensure that all staff is kept current and aware of new materials, methods, equipment, safety and regulations.
- Evaluating employee's performance
- Adheres to established procedures to provide a safe working environment including aligning with OSHA, state/local, federal agencies
- Oversees supplies purchases and actively participates in implementing contracts and services from vendors.
- Demonstrates a results-oriented philosophy in a quality customer service environment.
- Responds to safety concerns and escalates as needed.
- Responds to all communications on a frequent basis and in a timely manner.
- Ensures compliance with codes, rules, regulations, safety orders and safety practices applicable to the various units of the department.
- Develops and presents written and oral reports as required.
- Leads weekly custodial meetings as well as the biweekly inter-department custodial meetings
- Provides supervision and coordination of staff in accomplishing daily work duties and assignments of the unit, and assists in overall planning, scheduling, and execution of the work of in the department.
- Develops and implements methods and standards; streamline processes; coordinates activities for large-scale events; works effectively with others at all levels; develops and implements strategic goals and objectives.
- Coordinate service requests for staging of special events.

QUALIFICATIONS

- Bachelor's degree (preferred) or equivalent experience
- Valid California Driver's License and proof of insurance
- 3 years of experience of progressive supervisory/management of staff preferably in a customer focused custodial operation or in a school setting
- Demonstrates strong and effective communication skills, leading by example, organized and a self-starter.
- Must have basic knowledge of the principles of the health, safety and sanitation laws and requirements pertaining to custodial work.
- Thorough knowledge of the tasks and assignments of custodians, including work methods, equipment and cleaning products.
- Familiarity with general trades maintenance operations.
- This position requires the ability to: make sound judgment's and decisions when analyzing situations and take effective and appropriate actions; establish and maintain effective work relationships at all levels; communicate effectively both orally and in writing, at a level appropriate to the position; understand workload priorities and assign or delegate effectively; ability to perform all of the routine and non-routine tasks of a custodian; establish and maintain records; adjust to changing priorities; understand the cleaning requirements of various types of assigned areas; manage multiple assignments; evaluate work performance to acceptable standards; and functionally supervise others to meet productivity and professional standards.
- Ability to read and write at a level appropriate to the duties of the position; ability to follow simple oral and written directions; ability to use and care for janitorial supplies equipment; ability to observe and use safe working conditions.
- Knowledge in the use of window-based computer systems, Microsoft Outlook, Excel, Word, and PowerPoint and ability to learn various software systems to support the position including HVAC controls.
- Maintain a high degree of integrity and confidentiality.
- Must be a team player and have a positive attitude
- Strong ability to analyze problems and follow the most effective protocol through to completion.
- Experience within a school setting is preferred

Job Type: Full-time, 2nd shift
Salary Range: \$66,600 - \$72,000

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org.

Review of applications will begin immediately.