

CUSTODIAL SERVICES SUPERVISOR
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268694>

Downloaded On: Dec. 1, 2025 4:11am

Posted Nov. 30, 2025, set to expire Dec. 14, 2025

Job Title CUSTODIAL SERVICES SUPERVISOR
Department Facilities
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Nov. 30, 2025

Application Deadline 12/14/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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CUSTODIAL SERVICES SUPERVISOR

San Jose/Evergreen Community College District

Close/First Review Date:12/14/2025

Work Location: Evergreen Valley College

Position Description:

POSITION SUMMARY

CUSTODIAL SERVICES SUPERVISOR San Jose/Evergreen Community College District

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The Custodial Services Supervisor reports to the Facilities Manager at Evergreen Valley College. The work schedule 12 months per year; 40 hours per week; Monday - Friday; 4:00 p.m. - 12:30. A 2.5% swing shift differential will be added to the salary.

POSITION PURPOSE

Under general direction, the Custodial Services Supervisor assigns and reviews the work of staff responsible for providing custodial services for an assigned campus; oversees and participates in all work activities; and performs a variety of technical tasks relative to assigned area of responsibility.

NATURE and SCOPE

The Custodial Services Supervisor assists in developing daily work schedules, training custodians, providing needed supplies, solving unusual or difficult problems, and cleaning assigned areas.

DUTIES and RESPONSIBILITIES

1. Plan, prioritize, assign, supervise and review the work of staff responsible for custodial maintenance of buildings and facilities on assigned campus.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing custodial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of custodial staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the Custodial budget; submit budget recommendations; monitor expenditures.
6. Prepare reports on operations and activities.
7. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.

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8. Distribute custodial supplies and material; maintain supplies and equipment inventory; requisition supplies and equipment.
9. Transport, store and maintain records on hazardous waste materials.
10. Perform minor repairs to equipment.
11. Operate assigned equipment and vehicles.
12. Stay abreast of new trends and innovations in the field of custodial maintenance.
13. Maintain records and reports on personnel and work performed.
14. Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge of:

1. Operations, services and activities of a custodial maintenance program.
2. Principles of supervision, training and performance evaluation.
3. Modern and complex principles and practices of facilities maintenance.
4. Pertinent Federal, State, and local laws, codes and regulations.
5. Methods, procedures, materials and equipment used in custodial maintenance.
6. Record keeping methods and techniques.
7. Safe work practices.

Skills and Abilities:

1. Supervise, organize, and review the work of lower level staff.
2. Interpret and explain District policies and procedures.

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3. Perform the full range of custodial duties.
4. Ensure the proper and safe use of cleaning chemicals and solvents.
5. Prepare clear and concise reports.
6. Make minor repairs to custodial equipment.
7. Distinguish hazardous chemicals.
8. Communicate clearly and concisely, both orally and in writing.
9. Use Microsoft Office software effectively including email communication.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Maintain mental capacity which allows for effective interaction and communications with others.
12. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Equivalent to the completion of the twelfth grade or any combination of education, training, or certification that provides the required knowledge and skills
2. Two years of increasingly responsible custodial experience.
3. Lead or Supervisory experience.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate valid California drivers license.

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Desired Qualifications:

Districts Diversity Requirements

Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$88,510 - \$113,403 Annual Salary (Range S-103: Supervisor 2025-2026 Salary Schedule). Starting salary placement is generally at Step 1.

Benefits:

In addition to the salary, this position qualifies for the choice of one of the Districts excellent Health Benefits and Welfare plans, which the premium cost is 100% paid by the District for the employee and their eligible dependents, and one health plan costing an estimated \$60,000 for the District for fiscal year 2025-2026. We offer two medical plans (Anthem Blue Cross [PPO] and Kaiser Permanente (HMO)); dental (Delta Dental PPO); vision (VSP Choice); life insurance for the employee (The Hartford); life insurance for eligible dependents (The Hartford); a long term disability/income protection plan (The Hartford); and an employee assistance plan (Anthem EAP).

In addition, the District contributes an additional 26.81% of the employees salary towards an eligible employees pension (CalPERS).

Employees may also elect to participate in optional plans including purchasing additional life insurance for themselves and their eligible dependent(s); enroll in a medical, transportation, and/or dependent care Flexible Spending Account(s) (with the \$4 monthly administrative fee paid by the District); and set pre-taxed dollars aside to supplement their pension in a 403b (tax shelter annuity) and/or a 457 (deferred compensation) plan(s).

Managers, Supervisor and Confidential employees earn 22 days per year of vacation, up to 12 sick leave days and 6 administrative leave days. There are currently 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

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About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Facilities

San Jose/Evergreen Community College District

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