

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: Custodial Lead
LOCATION: Idyllwild, CA
REPORTS TO: Direct of Facilities Management
STATUS: Full Time –Exempt
SUPERVISES: Housekeeping Department

IMMEDIATE SUPERVISOR Director of Facilities Management

The Custodial Lead performs custodial duties and assists with the assignment, scheduling and oversight of the custodial employees to maintain the cleanliness and sanitation of all buildings, offices, classrooms, including building entrances and exterior walkways. The Custodial Lead oversees the timely completion of all campus set up requests, and coordinates hiring, training and supervision of additional labor when required to accommodate programmatic transitions and turnovers. The Custodial Lead is responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically-powered machines, cleaning compounds, solvents and chemicals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees and Supervises the activities of Custodial staff and temporary laborers for custodial services directly by providing both verbal and written instructions and establishing guidelines for cleaning and training protocols, and using independent judgment in instances not covered by the guidelines.
2. Ensures that custodial services meet the needs of the department, the Campus, and established custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects.
3. Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines.
4. Develops an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance, evaluating individual performances to meet established standards, and communicates to the Director of Facilities the performance evaluations on custodial personnel; making recommendations regarding the retention or termination of employees.
5. Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants.
6. Enforces Campus rules and policies regarding employee conduct by advising custodial personnel of the Campus's rules and policies on employee conduct, issuing verbal warnings and written reprimands for violations, and recommending progressive disciplinary action to the immediate supervisor as appropriate.
7. Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility.

8. Evaluates new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use.
9. Advises the Director of Facilities Management on the condition of Campus buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs.
10. Ensures that administrative records and reports regarding custodial personnel are accurate and current by reviewing and approving employee time cards or monthly time sheets and monitoring employee absences.
11. Performs daily custodial duties as needed in support of the departmental mission.
12. Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates.
13. Assists with ensuring that specified contract services are provided by the contractor by inspecting the work performed and advising the immediate supervisor when shortcomings or other deficiencies are noted.
14. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with colleagues at all levels.
15. Remains competent and current by attending training and/or courses required by the immediate supervisor.
16. Contributes to the overall success of the assigned department by performing other essential duties and responsibilities as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

- A high school diploma or the equivalent is required.
- A valid California Driver's License is required.
- ISSA/CMI Certification as a Custodial Supervisor and/or Manager Trainer is required.
- Knowledge of OSHA/HAZMAT Compliance for custodial services is required.
- At least four years of experience in custodial or hospitality services, two of which must have been supervisory, which includes knowledge of cleaning procedures, equipment and supplies, is required.
- Management skills, planning and organizing; budget preparation and strong oral and written communication skills; and the abilities to train new employees are required.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Four years of custodial or hospitality supervisory experience is preferred.

Other Requirements

- Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months.
- Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB questionnaire/test.

Physical Demands/Work Environment

Requires the ability to inspect the cleanliness of facilities and areas that may only be accessible by climbing ladders or stairs, bending, reaching on top of partitions, cabinets, bookcases and ledges, moving furniture, supplies, or equipment. Must be able to move throughout assigned areas, as work is performed indoors and out-of-doors. Requires the ability to lift and carry custodial supplies and equipment weighing up to 75 pounds on a frequent basis and up to 100 pounds on an occasional basis. Requires a full range of physical motion in order to operate manual and electrically-powered cleaning equipment and machines to include snow shovels. Employees in this job classification (job title) are designated as essential employees and must report to work as scheduled when Campus offices are closed due to severe weather. The Custodial Supervisor is supervised by Director of Facilities and oversees the custodial staff, part-time custodial employees and temporary labor.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal June 7, 2019

Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer