



ASSISTANT DIRECTOR, OFFICE OF CUSTODIAL & DISTRIBUTION SERVICES

GENERAL RESPONSIBILITIES:

Under the leadership of the Director of Custodial and Distribution Services, the position is responsible for overseeing the operational duties of the Office of Custodial and Distribution Services. In the absence of the director, the position assumes leadership of the office.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan, coordinate, direct, and establish work practices that ensure the efficient and effective use of resources, financial and human, in the operation of custodial and distribution services.
- Work collaboratively with the assistant directors of maintenance services to ensure that all building needs are being met.
- Ensure cleaning products are in line with sustainability goals as well as OSHA regulations.
- Ensure all safety guidelines and regulations are being followed.
- Monitor and review expenses to ensure alignment with the budget; assist in the development of the budget
- Work with coordinators and warehousing staff to identify highs and lows for stock item inventory.
- Actively participate and provide oversight in the recruitment and hiring, of a high quality work force to include training and evaluation of staff.
- Delegate assignments to coordinators and supervisors; hold staff accountable for satisfactory performance of assignments.
- Interpret and implement industry standard best practices for warehousing, distribution, and custodial operations.
- Ensure customer satisfaction by analyzing customer complaints, concerns, and suggestions; provide appropriate follow through to ensure quality customer service.
- Coordinate preparation of bid documents; manage and ensure contracts are current and being adhered to.
- Routinely use the work order management system to track requests, allocation of work, resolve outstanding issues, and analyze data through reports to identify efficiencies and gaps.
- Develop and maintain effective collaborative relationships with VBCPS employees, vendors, and the public.
- Perform other duties as assigned by the director.

KNOWLEDGE, SKILLS AND ABILITIES

Must have considerable knowledge of warehousing, distribution, and custodial practices. Knowledge of supervisory principles and practices, fundamentals of recruiting, interviewing, and selecting employees. Committed to providing excellent customer service. Ability to plan, delegate, and follow-through with tasks and responsibilities. Demonstrated ability to use Microsoft Office applications, School Dude, and Google applications. Demonstrated ability to work within a diverse environment. Demonstrated interpersonal, oral, and written communication skills.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree and five (5) years of extensive experience in operation logistics including supervision of personnel. Extensive knowledge in cleaning commercial buildings, warehousing and distribution, and inventory control.

Preferred: Master's Degree

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Standing, walking, moving, sitting, with occasional carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 20 pounds frequently and up to 50 pounds occasionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 10/20
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