

CUSTODIAN/SUPERVISOR CHECKLIST

- ☐ May oversee specific programs or functions
- ☐ Establish and implement procedures
- ☐ Hire, train, and fire personnel
- ☐ Assign personnel and work schedules
- ☐ Check for proper completion of work
- ☐ Records maintenance
- ☐ Inventory Control
- ☐ Monitor expenditures
- ☐ Prepare bids or estimates for special requests
- ☐ Coordinate Custodial activities with maintenance/security staff
- ☐ Sweeping
- ☐ Perform physical inspections of work sites
- ☐ Assign personnel and make schedules
- ☐ Physical inspection of areas
- ☐ Trash removal
- ☐ Sanitizing
- ☐ Insure efficiency by changing methods and routines as necessary
- ☐ Handle personnel problems
- ☐ Establish training programs
- ☐ Familiar with heating, cooling, fire suppression, etc
- ☐ Perform specialized cleaning as it pertains to their work unit or area – possibly requiring different tools or steps in order to accomplish.
- ☐ Work with no direct supervision
- ☐ Prepare work orders
- ☐ Floor waxing
- ☐ Assure maintenance of Equipment
- ☐ Inventory control
- ☐ Prepare bids or estimates for special projects
- ☐ Mopping
- ☐ Perform evaluations
- ☐ Coordinate custodial work with maintenance and security
- ☒ May operate a larger variety of equipment such as tucker poles, extraction equipment, high rangers, genie lifts, vehicles, and office equipment such as computers, faxes, printers, and calculators
- ☐ Prepare work orders
- ☐ Scrubbing
- ☐ Assure maintenance of Equipment
- ☐ Inventory control
- ☐ Prepare bids or estimates for special projects
- ☐ Perform physical inspections of work sites
- ☐ Assign personnel and make schedules
- ☐ Coordinate custodial work with maintenance and security

Legal Office Supervisor Ct State Study Guide

Lingjun Ying



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Legal Office Supervisor Ct State Study Guide Book Review: Unveiling the Power of Words

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