Accomplishments from July 2021 to June 2022

Caroline Walth/Custodial Supervisor

Rachell Morehouse/Assistant Evening Supervisor

• Worked closely with staff to minimize complaints and provide supervision and support.
• Successfully implemented team summer projects and an evening zone crew to better serve the upkeep of the buildings.
• Worked closely with Human Resources to fill vacant custodial positions.
• Provided support to Public Safety with opening and locking up the buildings.
• Worked closely with the Custodial staff in order to identify the equipment needs of our department.
• Streamlined our budget in order to buy new equipment for the Custodial department.
• Held regular staff meetings to assure proper safety, security, fire and sanitary codes and regulations.
• Worked with M&O Team for our recycling needs of the Campus.
• Continue to support Public Safety with Drills.
• Training for new Staff for training and safety procedures.
• Worked closely with Events and Scheduling for setups and breakdowns on campus daily.
• Currently moving Departments to new buildings or swing spaces.

• Coordinated with Pest Control Services with the needs of Campus.

• Performed Performance Evaluations and Monthly Building Inspections.

• Continuing Custodial Staff online training.
Accomplishments from July 2021 to June 2022

- Implemented staff communication through email and school dude work order system to be track and be more efficient and accomplish our daily plans also monitor our custodial supplies.

- Covid-19- The Custodial Management team is still responsible for ordering and delivering PPE as needed to Staff, faculty and Students.

- Implemented inventory control in Preventative Maintenance due to Budgets.

- Training and Meetings to our staff on Customer Service to our KCCD Community.