



Job Description

Title: Supervisor of Custodial Services	FLSA Status:	Salary: Management salary range 19 \$70,225 to \$83,745
Supervisor: Todd Owens	Supervises: Yes	Months: 12
Department: Maintenance	Bargaining Unit: Management	Approved: 11/9/2023

GENERAL SUMMARY:

Under the general direction and supervision of the Director of Maintenance, Operations and Transportation, plans, organizes, coordinates and supervises all custodial operations of the District. The Supervisor of Custodial Services is responsible for the training, scheduling and evaluation of custodial staff. Performs other duties directly related to the job description. This position will require you to work both AM and PM shifts as needed and scheduled by the Director of Maintenance, Operations and Transportation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Coordinates and administers custodial care of buildings and custodial services in schools and related facilities.

Establishes and supervises custodial staff, development/in-service training program for custodial personnel.

Provides technical information regarding custodial services, operation and methods to principals, teachers and department staff.

Examines and tests technology methods, and protocols, used in performing custodial operations.

Estimates and initiates action for supplies, materials and equipment; provides for custodial materiel inventory, and monitoring of custodial services budget.

Responsible for custodial services, security, and employment safety programs

Assists in the interviewing, selection, orienting and assignment of applicants.

Answers emergency calls and takes necessary action to protect and preserve property.

Coordinate and oversee the Use of Facilities program across the district to ensure program efficiency.

The Supervisor of Custodial Services serves as a member of the District Management Team.

Knowledge, Skills and Abilities Required:

Ability to see and read, with or without vision aids; ability to hear and understand; speak at normal level; ability to communicate so others will clearly understand normal conversation.

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

Knowledge and ability to manage and supervise all District cleaning and custodial operations.

Knowledge of modern cleaning methods and techniques, materials, tools and equipment.

Skill and ability to efficiently perform short-and long-term planning pertaining to the control of activities of subordinate staff and to schedule, coordinate and monitor all custodial operations.

Knowledge of security, health and safety procedures, including District fire, earthquake, and evacuation procedures, and location of school building and facility shut-offs.

Ability to safely operate/demonstrate cleaning equipment and tools.

Skill and ability in teaching/supervising the proper use, storage and disposal of chemicals, solvents and fluids which may be toxic and require special handling.

Ability to monitor and supervise/direct necessary recycling duties in accordance with established District procedures.

Skill in establishing and maintaining effective work relationships with those contracted in the performance of assigned duties.

Ability to perform heavy labor and meet the physical requirements necessary to perform assigned duties.

Working Conditions:

Physical demands include lifting up to 50 pounds, standing and working for extended periods, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, seeing to assure proper and complete cleaning, and dexterity of hands and fingers to operate power cleaning equipment.

Light to moderate stress level.

Environmental Conditions:

Work environment-indoors and outdoors. Temperature – usually normal climate, occasional adverse weather conditions.

Chemical Exposure – occasional; solvents, cleaning compounds, polish fumes.

Exposure to blood borne pathogens – occasional.

Contacts:

Daily contact with the District staff and custodial personnel. Regular contact with students, teachers and school staffs.

Occasional contact with parents, community members and outside agency personnel.

Occupational Certificates/Licenses:

High school diploma or equivalent.

First Aid and CPR certification.

Valid driver's license.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.