



COORDINATOR, CUSTODIAL SERVICES

GENERAL RESPONSIBILITIES

Under the leadership of the Director, in the Office of Custodial and Distribution Services, the position is responsible for coordinating division-wide custodial services in order to promote safe and efficient practices that result in clean and attractive facilities.

ESSENTIAL FUNCTIONS

(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.)

- Assist in the supervision of area supervisors and on-site custodial staff.
- Serve as the intermediary between site-based custodial staff and school administrators.
- Coordinate and conduct meetings as needed for the purpose of disseminating information.
- Coordinate training for custodial staff in collaboration with area supervisors for the purpose of promoting best practices.
- Assist in the preparation of preliminary budgets for the purpose of recommending the replacement of equipment and the purchase of new equipment.
- Develop standards for the purchase of custodial supplies and equipment.
- Assist in the evaluation of custodial supervisors for the purpose of promoting professional growth.
- Monitor and inspect custodial work to ensure adherence to division-wide cleaning standards; review school cleaning inspections.
- Monitor safe working practices and safety programs.
- Monitor inventory levels of custodial supplies to ensure stock is readily available when needed.
- Research and test new cleaning methods, supplies, and equipment; meet with various vendors for the purpose of keeping VBCPS on the cutting edge of cleaning commercial buildings.
- Coordinate and schedule special projects throughout the school division; monitor and approve special project work assignments.
- Review and screen custodial applicants for the purpose of developing a pool of qualified applicants.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of the principles and practices of cleaning commercial buildings. Must have a thorough knowledge of the equipment, tools, chemicals, materials, hazards, and necessary safety precautions involved in commercial cleaning. Must be skilled in the use of a computer and associated software necessary to perform the job. Must have excellent verbal and written communication, leadership, analytical reasoning, and organizational skills. Must be able to demonstrate sustained superior performance with an emphasis on thoroughness, dependability, and professionalism. Must have the ability to resolve problems effectively and develop an effective course of action; supervise and train personnel; and effectively coordinate complex schedules and assignments. Must have the ability to plan, organize and communicate the scope of work, and successfully complete multiple, unrelated projects. Must have the ability to work cooperatively with all staff members and establish and maintain effective working relationships at all levels. Must be proficient in the use of Microsoft Office products to include Word, Excel, and Outlook.



EDUCATION AND EXPERIENCE

Required: High School Diploma or GED and extensive experience in custodial and building maintenance work including supervisory experience.

Preferred: A minimum of five (5) years' experience in a field related to cleaning commercial facilities and 2 years of supervisory experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. 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.