



**DIRECTOR, OFFICE OF CUSTODIAL & DISTRIBUTION SERVICES**

**GENERAL RESPONSIBILITIES:**

Under the leadership of the Executive Director of Facilities Services, the position is responsible for providing leadership and guidance for the Office of Custodial and Distribution Services.

**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 Director of Maintenance Services to ensure that all building needs are being met, and in support of the school division's water quality program.
- Ensure cleaning products are in line with sustainability goals as well as OSHA regulations.
- Ensure all safety guidelines and regulations are being followed.
- Actively participate and provide leadership in the recruitment and hiring, of a high-quality work force to include training and evaluation of staff.
- Coordinate response and actions for emergency situations.
- Collaborate with the Executive Director in the development of the budget
- Review and approve expenditures related to the operation of custodial and distribution services; ensure that expenses are within budget limits.
- Manage the recycling and bulk waste programs, partnering with the City's Public Works/Waste Management division where appropriate.
- Meet and collaborate on a regular basis with the administrative team to address issues and develop office policies.
- Oversee effective communication and change management of office policies at all levels.
- Perform personnel functions including interviewing, evaluating, supervising, directing actions and activities, and leading the organization.
- Ensure that appropriate professional development activities are provided for personnel.
- Develop and maintain effective collaborative relationships with VBCPS employees, vendors, and the public.
- Perform other duties as assigned by the Executive 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 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: 11/20
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