



CUSTODIAL SUPERVISOR

GENERAL RESPONSIBILITIES

The position is responsible for assisting the Director of Custodial Services with the delivery of services for the division's custodial services program. In addition, the position acts as a resource to assigned locations regarding custodial services operations, custodians, building inspections, training, special projects, supply inventory and ordering of supplies, emergency calls, etc.

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.)

- Facilitate the custodial training program for all new custodial employees; provide ongoing training as needed.
- Assist with screening the Office of Custodial Services' applicants; provide recommendations for employment to the Director
- Assist with preparing work schedules for assigned employees to include pest control craftsman, night shift employees, etc.
- Upon request, may assist site-based administrators with interviewing prospective custodians.
- Act as liaison between custodial staff and site-based administrators, as needed.
- Consult with building administrator and/or the Director regarding personnel actions, as needed.
- Assist the Director with the development of departmental goals.
- Review and test new cleaning products for vendors; recommend new products to the Director for consideration.
- Perform building inspections to ensure the quality of work, cleanliness of buildings, and to certify that safety procedures are followed; document, report, or correct any infractions.
- Ensure, through documentation, that all Team and Green Cleaning standards and procedures are performed at assigned sites.
- Schedule and perform monthly inventory of supplies; survey equipment within schools and ensure that repairs are made in a timely manner.
- Replenish and distribute supplies and equipment in a timely manner to ensure the continued performance of custodial services and assigned locations.
- Perform special projects as directed, including organizing the work crew/schedules for new school openings, gym floor refinishing, emergency outbreak support team, etc.; follow standard operating procedures to identify job resources as needed.
- Complete cross training in all aspects of the operation of custodial services. (e.g., supply inventory and ordering, developing work assignments, facilitating training program, etc.)
- Facilitate employee input meetings with head custodians quarterly.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a knowledge of effective cleaning techniques and routine preventive maintenance; knowledge of cleaning materials, supplies, equipment, building fixtures and equipment. Ability to learn and properly utilize various machines/equipment especially as machines/equipment is upgraded; ability to express ideas clearly, both orally and in writing; ability to plan, train and provide work direction to other in a manner that is conducive to full performance and high morale of the employee; ability to establish and maintain effective working relationships with school administrators and staff. Must be able to respond to emergencies and work in inclement weather, as needed; must be able to rotate between a day/night shift, as directed.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED

Must have a minimum of 3 years supervisory experience working in custodial and/or building maintenance work.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

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 walking, standing, bending, grasping, repetitive motion, reaching, and driving. Occasional stooping, balancing, crouching, kneeling, and fingering, Work involves rare exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, etc. and occasional exposure to loud noises. Ability to lift over 50 occasionally. Requires timely and regular adherence to established work schedules. 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.

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| FLSA Status: Non-Exempt | Description: 8/13, 4/19, 7/20 |
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