

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Night Custodial Supervisor (3:00pm - 11:00pm)**

Reports To: **Director of Building & Grounds, Superintendent or designee**

Pay/Pay Range: **\$22-\$25/hour based on experience**

FLSA Status: **Non-Exempt**

Pay Schedule: **Bi-weekly over 26 pays**

Schedule: **8 hrs/day**

Prepared/Revised Date: **October 2025**

Work Year: **261 Days**

SUMMARY: The Night Custodial Supervisor oversees and supports the district's custodial staff during evening operations to ensure safe, clean, and well-maintained facilities. This position combines direct supervision with hands-on custodial work, coordinating schedules, assigning tasks, and monitoring performance to meet district standards. The supervisor provides training, evaluates staff, enforces policies, and ensures that employees have the equipment and supplies needed to complete their work effectively. Acting as a key liaison between custodial staff and the administration, the Night Custodial Supervisor plays a critical role in maintaining building operations, supporting emergency needs, and fostering a professional, team-oriented environment while also working to support the Vision, Mission, Beliefs and Goals of District #201 and upholding the established Board of Education policies, regulations and administrative procedures

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary.*

| Job Tasks Descriptions |
|--|
| <input type="checkbox"/> Supervises the activities of custodians, and temporary employees or student workers directly by using both verbal and written instructions in compliance with the guidelines provided by the immediate supervisor and using independent judgment in instances not covered by the guidelines. |
| <input type="checkbox"/> Ensures that custodial services meet the needs of the department, the district, and establishes custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects. |
| <input type="checkbox"/> Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines. |
| <input type="checkbox"/> Develops an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance, evaluating individual performances to meet established standards, providing required performance evaluations on custodial personnel and making recommendations regarding the retention of new employees. |
| <input type="checkbox"/> Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants. |
| <input type="checkbox"/> Enforces district rules and policies regarding employee conduct by advising custodial personnel of the district rules and policies on employee conduct, issuing verbal warnings and written reprimands for violations, and recommending progressive disciplinary action as appropriate. |
| <input type="checkbox"/> Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility. |
| <input type="checkbox"/> Evaluates new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use. |
| <input type="checkbox"/> Advises the immediate supervisor on the condition of school buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs. |

| |
|--|
| <input type="checkbox"/> Monitors employee absences. |
| <input type="checkbox"/> Performs daily custodial duties as needed in support of the departmental mission. |
| <input type="checkbox"/> Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates. |
| <input type="checkbox"/> Assists with ensuring that specified contract services are provided by the contractor by inspecting the work performed and advising the immediate supervisor when shortcomings or other deficiencies are noted. |
| <input type="checkbox"/> Provides continuity of supervision and leadership by assuming the duties and responsibilities of other supervisors as required by special circumstances. |
| <input type="checkbox"/> Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds. |
| <input type="checkbox"/> Remains competent and current by attending training and/or courses required by the immediate supervisor. |
| <input type="checkbox"/> Delivers a variety of items (e.g., supplies, mail packages, furniture, etc.) for the purpose of distributing materials to the appropriated parties within the site. |
| <input type="checkbox"/> Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions. |
| <input type="checkbox"/> Supports other site maintenance staff (e.g., grounds, etc.) for the purpose of completing site custodial activities. |
| <input type="checkbox"/> Contributes to the overall success of the assigned department by performing other essential duties and responsibilities as assigned. |

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- At least four years of experience in custodial services; with additional supervisory experience preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Management skills, such as planning and organizing; strong oral and written communication skills; and the abilities to train new employees are required.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures/backgrounds.
- Is required to perform basic math, including calculations using fractions, percent, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.
- Required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods.
- Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; problem solving with equipment is moderate. Ability to be resourceful and proactive when issues arise

- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; flexibility; decision making; multitasking; organizing; physical stamina; reliability; teamwork; and taking initiative
- Ability to read labels and appropriate written directions, including basic operating instructions
- Multitasking and time management skills, with the ability to prioritize tasks
- Ability and aptitude to successfully complete assigned tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | |
|--------------------|---|
| Reports to: | Director of Building & Grounds; Superintendent and/or designee |
| | Night Custodial Supervisor |

| | | |
|------------------------|--------------------------------|-------------------------|
| Direct Reports: | Evening Custodial Staff | # of Employees |
| | | Approximately 25 |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.