



Title:	Custodial Supervisor-District
Reports To:	Maintenance Director
Department:	Maintenance
Status:	Nonexempt
Terms:	252 Days
Pay Grade:	AX 10

Primary Purpose:

Direct and manage custodial services for assigned campus(es). Communicate cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

Special Knowledge/Skills:

Knowledge of routine custodial practices and methods
Knowledge of equipment, chemicals, and materials used in cleaning processes
Ability to manage personnel
Effective planning and organizational skills

Experience:

10 years experience in custodial services
10 years supervisory experience

Major Responsibilities and Duties:

Custodial Management

1. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
2. Oversee work schedules and procedures for the regular custodial care for campus and special custodial projects.
3. Inspect campus or facility and schedule cleaning and repairs as needed.
4. Implement the practice of cleaning procedures and the safe and proper use of chemicals and equipment.

Safety



5. Maintain safety standards in accordance with federal, state, district, and insurance regulations and ensure custodians are trained on proper and safe use of equipment and chemicals.
6. Follow established safety procedures are followed including lifting and climbing. Make sure tools and equipment are operated and chemicals handled according to established safety procedures.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to district supervisor.
8. Follow established procedures for locking, checking, and safeguarding facilities.
9. Follow district safety protocols and emergency procedures.

Inventory and Equipment

10. Maintain record of custodial supplies and equipment to be used.
11. Order tools, equipment, and supplies as needed.

Supervisory Responsibilities:

Supervise campus custodians

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature

Printed Name

Date