



Custodial Building Supervisor Job Description

Date Updated:	December 2020	FLSA Status:	Non-Exempt
Reports To:	Custodial Services Supervisor	Employee Group:	Support Staff
Days Per Year:	262	Hours Per Day:	8
Salary Range:	H6		

Job Summary:

Provide a safe, orderly, sanitary environment, conducive to learning, for all students and faculty.

Primary Duties and Responsibilities:

1. Schedule, coordinate, and supervise the work of custodians.
2. Provides input on performance evaluations of custodial staff.
3. Open the building every morning, which includes raising the flag, checking building for proper temperatures, ensuring safety and cleanliness, and checking building for vandalism.
4. Maintain an inventory of maintenance and custodial supplies and order/receive supplies/deliveries, ensuring an ample amount of supplies is available for custodian to complete their duties and ensure supplies are stored properly.
5. Maintain equipment and tools, perform minor repairs as necessary and communicate with management when major repairs are needed.
6. Respond to alarm calls, both, during and after school hours.
7. Maintain school grounds and athletic fields, which includes cutting grass, trimming shrubbery, snow removal, and trash removal when needed.
8. Responsible for cleaning several areas of the building such as restrooms, classrooms, etc. as necessary.
9. Maintain communication with Building Principal and Custodial Services Supervisors.
10. Coordinate special events that would involve the set-up of tables, chairs, etc.
11. Prepare the cafeteria for lunch and other functions as necessary.
12. Coordinate building summer cleaning efforts.
13. Perform other duties as assigned by the Custodial Services Supervisor.

Qualifications:

- Two (2) years' experience in custodial services required
- High School diploma or equivalent necessary



- Must possess basic knowledge and understanding of building operating systems and regulator codes
- Must possess some knowledge and understanding of mechanical systems, HVAC, and facility disciplines
- Must possess some knowledge of trades (e.g. painting, minor carpentry, minor plumbing, minor electrical, etc.)
- Must be able to read and interpret operation and maintenance manuals
- Knowledge and understanding of various cleaning chemicals is necessary
 - Must possess valid PA driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of the following clearances:
 - PA State Criminal History Record (Act 34 & Act 114)
 - PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
 - Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Bending and twisting of the body required
- Ability to lift and/or carry supplies weighing 50 lbs. or more
- Ability to climb, crouch, stoop, kneel, and crawl
- Ability to mostly walk, stand or move throughout the workday

Sensory Abilities:

- Visual acuity
- Auditory acuity

Work Environment:

- Subject to inside and outside environmental conditions
- Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more)
- Subject to physical hazards, including conditions that may affect the respiratory system and/or skin

Temperament:



- Must be able to work in an environment with frequent interruptions
- Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly

Cognitive Ability:

- Ability to communicate effectively with staff and public
- Ability to organize and prioritize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

Specific Skills:

- Effective reading, writing, and speaking skills
- Must possess participatory leadership skills
- Must possess computer technology skills
- Must appropriately handle confidential information

All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date