

BOE approved 3/17/2025

**BAY VILLAGE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **Night Supervisor - Custodial**

File 608

Reports to: Principal and Head Custodian

Contract: 260 days; 8 hours per day; OAPSE Custodian Salary Schedule

Job Objectives:

Oversees work of shift workers, facilitates teamwork, completes custodial duties, acts as liaison to public for events, coordinates set-ups, understands operations of mechanicals and performs maintenance duties inside and outside of the school.

Minimum Qualifications

- High school diploma or equivalent.
- Meets all legally mandated health requirements.
- Provides documented evidence of a clear criminal record as required by law.
- Proficiency in cleaning, painting, and all facets of building sanitation.
- Ability to prioritize job assignments using life safety, function, and other as a basis.
- Ability to effectively and safely operate school district equipment such as floor cleaning machine, buffer, mowers, snowblower, lift, and other related equipment.
- Ability to effectively and safely use cleaning instruments, hand tools, machinery, and lawn care and landscaping equipment.
- Ability to perform heavy lifting by lifting or moving objects of weights over 50 pounds.
- Ability to work individually and or cooperatively as a member of a team.
- Ability to oversee work of shift custodians and develop a team atmosphere among staff.
- Proven ability to interact positively and effectively communicate with staff and the public during normal operations and school events.
- Ability to read and comprehend written instructions, plans, manuals, MSDS sheets, and other related work documents.
- Available to follow written and oral directions.
- Available to respond to service emergencies.

Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

Maintenance Duties:

- Ability to identify and address issues with the building mechanical systems.
- Performs basic maintenance such as changing light bulbs, ballasts, installing new plumbing parts, replacing broken equipment, and related repairs.
- Completes preventive maintenance as assigned by the head custodian.
- Completes repairs and projects as assigned by the head custodian.

General Duties:

- Monitors events and ensures building use groups have the needed access, set-up, materials, and supplies as listed on the building use form.
- Monitors usage of gyms.
- Informs the head custodian of work project progress, building issues, and staff performance.
- Performs periodic checks of cleaning and sanitation quality completed by second shift custodians. Addresses areas of weakness and or concern with the employee.
- Provides for the regular removal of trash. Cleans floors. Sanitizes desks on a regular schedule. Sanitizes restrooms which includes all fixtures and the complete floor. Re-supplies toilet paper, towels, soap, etc.
- Dusts classrooms and assigned areas on a regular schedule. Polishes/cleans furniture/woodwork. Cleans whiteboards. Washes windows. Vacuums carpeted areas. Wet mops and or uses floor machine in rooms and halls on a regular basis.
- Monitors buildings, grounds, and equipment. Attends to and remedies areas that are dirty, wet, unsanitary, or unsafe. Monitors restrooms and other building areas to ensure proper sanitation and stocking of soap and supplies.
- Follows a schedule of cleaning and sanitation. Completes basic duties each day. Completes specialized cleaning in classrooms and assigned areas on a regular schedule as approved by the head custodian.
- Ability to safely and effectively operate custodial equipment such as vacuum, buffer, floor cleaning machine, snow blower, leaf blower, lawn mower, and related equipment.
- Completes assignments by following proper safety protocol and by using appropriate safety gear such as gloves, eye protection, and related items as needed for the specific task.
- Maintains a clean and organized custodial closet. Properly marks supplies. Reads and follows directions for the use of all products.
- Keeps head custodian informed about work progress and condition of assigned area. Ensures classrooms and building equipment are safe and properly functioning. Avoids disrupting building activities except during emergencies.
- Properly maintains equipment such as floor machines, vacuums, and other equipment.
- Maintains boilers, univents and heat pumps through semi-annual filter changes.

- Performs summer deep cleaning projects, cleaning/dusting lights, floor maintenance, painting, and related assignments as assigned. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
 - Helps prepare boilers for annual inspections and summer shutdown as assigned.
 - Completes snow removal operations of the walks surrounding the building and egresses to the building.
 - Assists with policing of grounds and upkeep of landscaping surrounding the building.
 - Assists with event set-up, tear down, and related preparation as assigned. Helps manage building security. Assists rental groups as directed.
- Assist persons and groups who have a building use permit in your assigned area for an event. This includes checking with the group prior to the event starting to ensure they have what is needed for their event.
- Assists with safety checks of systems such as fire extinguishers, AEDs, eye flushing station, science room shower, and other safety devices as assigned.
 - Assists with the recycling program of the school.
 - Helps with the receipt and delivery of supplies and equipment.
 - Maintains/submits records, correspondence, and reports in a timely manner by method as directed by Head Custodian.
 - Secures and monitors building after school hours. Helps deal with unexpected circumstances or pressing district needs as directed.
 - Attends in-service training and successfully applies knowledge to practice.
 - Follows board policies/administrative procedures and supports the district mission statement.
 - Reports student discipline problems, vandalism, and other related concerns.
 - Reports evidence of suspected child abuse as required by law.
 - Maintains the confidentiality of privileged information.
 - Performs other job-related duties as directed.

Working Conditions:

- The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require heavy lifting (objects over 50 pounds), carrying, and/or moving work-related materials, using safety equipment, and wearing protective clothing.
- Duties may require working at heights using a ladder or lift.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require exposure to equipment noises/vibrations, electrical hazards, chemicals, combustible materials, air borne particulates, and odors.
- Duties may require interacting and or communication with students and staff.
- Duties may require traveling to meetings and work assignments.

- Duties may include communicating needed assistance to assigned staff and volunteers.
- Duties require exposure to equipment noises/vibrations, electrical hazards, chemicals, combustible materials, air borne particulates, and odors.
- Duties may require paperwork related to work assignments.
- Duties may require use of a phone, use of a computer and viewing a monitor for work
- order management, communication, and related matters.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the early mornings, evenings and or weekends.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

- *This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.*
- *This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.*
- *The employee shall remain free of any alcohol or non prescribed controlled substance in the workplace throughout his/her employment with the district.*
- *The employee shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.*
- *Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.*
- ***The Bay Village School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.***