

Custodial Manager, Level I
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Schools**

TITLE: **Custodial Manager, Level I**

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum three years' experience with custodial work.
3. Strong communication skills; supervisory experience preferred.
4. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Principal

JOB GOAL: To manage and perform the custodial services necessary to provide a clean, safe, sanitary and well maintained learning environment for students and staff in a designated facility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school facilities.
2. Plan, organize, coordinate and direct the activities of the custodial service team, consisting of four to six members, assigned to the school.
3. Explain and/or demonstrate work procedures to other custodians.
4. Assist with cleaning duties for maintaining a clean and safe environment.
5. Plan work schedules and assign custodians (including self) to work areas and duties. Meet regularly with custodial staff in their assigned areas to review and evaluate work performance and identify training and development needs.
6. Inspect work completed by custodial staff and direct them in corrections of deficiencies.
7. Maintain clerical records of daily tasks, procedures, supplies and equipment.
8. Manage the supply of cleaning materials on hand and keep track of custodial equipment assigned to the school.

9. Issue cleaning supplies and materials to custodians when needed.
10. Make minor repairs to furniture or facilities as needed.
11. Assist with submitting work orders that require outside attention and maintain documentation.
12. Knowledge of locations of all mechanical, electrical and utility cutoffs at assigned facility.
13. Participate in scheduled training workshops and applies new knowledge and skills in daily work.
14. Provide basic in-house training for custodial staff.
15. Conduct daily inspections and observations to determine if the work is being completed accurately and that safety procedures are being followed by custodial staff.
16. Ensure that custodial staff follows school and NHCS procedures and policies.
17. Perform related duties and responsibilities as required by the Principal or Designee.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 59

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Strong customer service and interpersonal skills.
- Ability to plan and prioritize work to meet all schedules and deadlines in a timely manner.
- Considerable knowledge of custodial work and associated supplies, materials and equipment.
- Ability to provide and follow verbal and written instructions.
- Ability to establish and maintain effective work relationships with students, teachers, administrators and the general public.
- Ability to lift and carry up to 50 pounds, push/pull 75 pounds.
- Ability to stand, bend and walk 100% of the time without fatigue or discomfort.

- Effective oral and written communication.
- Sufficient strength and dexterity to perform all required tasks.