



Notice of Vacancy

South Lyon Community Schools

345 S. Warren
South Lyon, MI 48178
248-573-8127

INTERNAL/EXTERNAL POSTING PLEASE POST!

POSITION: (NU16) Custodial Supervisor

LOCATION: Griswold Operating Center

QUALIFICATIONS: See attached

TERMS OF EMPLOYMENT: 40 Hours per week

RATE OF PAY: \$55,000 annual salary

BEGINNING DATE: ASAP

DEADLINE FOR APPLICATION: Until Filled

CONTACT: **Please send letter of interest and resume to:**

Anthony Abbate,
Assistant Superintendent of Administrative Services
South Lyon Community Schools
abbatea@slcs.us

Applications accepted via Frontline
<https://www.applitrack.com/oaklandschools/onlineapp/>

DATE OF POSTING: February 23, 2026

JOB SUMMARY:

Manage, train, and schedule janitorial staff to maintain high standards of cleanliness, hygiene, and safety in South Lyon Community Schools. Inspect work for quality assurance, oversee inventory and equipment, and ensure compliance with safety regulations. Hiring, performance evaluations, and resolving operational issues.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent.
2. Ability to work with administration and bargaining unit members.
3. Past attendance and job performance record must be satisfactory to the administration.
4. Satisfactory completion of contractual training requirements.

DESIRED QUALIFICATIONS:

1. Educational training beyond high school.
2. Four years supervisory experience.
3. Four years custodial/maintenance experience.

MAJOR DUTIES AND RESPONSIBILITIES:

May include, but not limited to:

1. Accountable for all building maintenance/custodial staff and the proper discharge of their assigned duties.
2. Schedule, train, supervise, and evaluate all custodial personnel.
3. Provide service for public meetings, evening classes, etc. and act as a representative of the school administration in making satisfactory arrangements to meet the needs of these groups.
4. Provide service for in-school activities, and assist teachers and principals when called upon.
5. Make recommendations to the Director of Operations for the purchase of supplies and equipment needed for the care and maintenance of school buildings.
6. Schedule work to be completed by afternoon and day shift personnel.
7. Meet with afternoon shift personnel each day upon their arrival, to assist in coordinating their work schedule.
8. Maintain inventory and requisitions needed for maintenance/custodial supplies.
9. Supervise unloading and distribution of all deliveries as directed.
10. It is expected that the Custodial Supervisor, in addition to the supervisory and training duties, will also actively participate in the actual cleaning and maintenance operation of the building, insofar as other priority obligations permit.
11. Develop cleaning schedules, prioritize tasks, and coordinate for special events and deep cleaning projects.
12. Conduct regular inspections of facilities to ensure compliance with cleanliness, sanitation, and safety standards.
13. Ensure the staff follows safety procedures, i.e., knowledge of OSHA regulations, safety protocols, and proper handling of hazardous materials.
14. Ability to communicate effectively with staff, administration, and the public.
15. Perform other tasks as directed by the immediate supervisor.

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

REPORTS TO: Director of Operations, Assistant Manager of Operations, Building Administrator