



# SMYRNA SCHOOL DISTRICT

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Deborah Judy  
Assistant Superintendent

PLEASE POST

## VACANCY NOTICE

**POSITION:** Custodial 2<sup>nd</sup> Shift Supervisor (Non-Union Position)

**LOCATION:** Clayton Elementary School

**STARTING DATE:** As Soon As Possible.

**DUTIES OF POSITION:** See Next Page

**SALARY:** Based upon 40-hour week; 12 months; and State of Delaware and local salary schedules. This position is not part of the bargaining unit

**NOTE:** Direct Deposit of pay is a condition of hire.

**CLOSING DATE:** April 8, 2019 (4:00 p.m.)

The Smyrna School District reserves the right to extend or shorten the application and/or interview period, to modify job requirements, and to reject any or all applications for just cause.

**APPLY TO:**

<https://www.applitrack.com/joindelawareschools/onlineapp/default.aspx?choosedistrict=true&all=cat&applitrackclient=40234>

4/1/19

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws.

Inquiries should be directed to the District Superintendent.

## CUSTODIAL SHIFT SUPERVISOR

### **BASIC**

#### **FUNCTION:**

Provide supervision & leadership of the custodial staff for the cleaning and minor maintenance of the building and grounds as directed by the Chief Custodian or Administrator. Offers recommendations regarding the hire, transfer, suspension, lay-off, recall, promotion or discharge of other custodians on his/her shift. Has the responsibility to direct other custodians under his/her supervision and participates in their evaluations. The services provided will offer a clean, healthy, safe, and attractive building for students and staff. Assumes a major responsibility for the operation and maintenance of the building's various heating and cooling systems.

#### **RELATIONSHIP:**

The Custodial Shift Supervisor shall have direct authority over the custodians assigned at his/her respective school.

The Custodial Shift Supervisor reports to the Chief Custodian and the Administration of the school.

### **CHARACTERISTIC**

#### **DUTIES:**

1. Provides complete supervision of the school in the absence of the Chief Custodian.
2. Provides leadership and performs general preventative maintenance to the building systems.
3. Conducts employee appraisals of assigned staff and assists the Chief Custodian with all evaluations at the school.
4. Makes recommendations on hires, transfers and recalls.
5. Provides input into disciplinary actions and/or promotions.
6. Coordinates and evaluates the work activities of assigned staff.
7. Operates and maintains a wide variety of heating and cooling equipment.
8. Trains new custodians.
9. Maintains inventories of materials and equipment.
10. Performs all duties of a custodian such as cleaning, snow removal, building emergencies, grounds upkeep.
11. Performs all other duties as assigned.
12. Operates all custodial and grounds equipment.
13. Updates the Chief Custodian or Administrator about the condition of the building and staff.

### **MINIMUM**

#### **QUALIFICATIONS**

1. High School Diploma or GED
2. Ability to read basic operating instruments, compose reports and maintain records
3. Must hold a Custodian/Fireman Certificate as issued by DOE or be in the process of obtaining same
4. Same as the Qualifications of a Custodian/Fireman
5. 2 years of successful experience as a Custodian is desired