

CUSTODIAL SUPERVISOR

Class Code: 7605

TITLE: Custodial Supervisor
Grade 16

REPORTS TO: Principal

SUPERVISES: Custodians

JOB FUNCTION: Supervise, organize and participate in custodial services;
supervise and evaluate assigned custodial personnel.

DUTIES AND RESPONSIBILITIES:

- Schedule, organize, supervise and participate in a variety of custodial services.
- Train, supervise and evaluate the performance of assigned staff and student assistants; train custodial personnel in the proper techniques of custodial duties; assign and review work and participate in custodial and routine maintenance activities as needed.
- Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations.
- Determine, recommend and requisition needed custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance.
- Prepare and maintain a variety of records and reports including employee timesheets, inventory levels, facilities status and work performed.
- Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties.
- Supervise and participate in the cleaning and care of classrooms, rest rooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as required.
- Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
- Operate a vehicle to conduct work as needed; operate a variety of equipment, machines and tools related to custodial work.

CUSTODIAL SUPERVISOR

DUTIES AND RESPONSIBILITIES (CONT.):

- Coordinate and participate as needed in sweeping, scrubbing, mopping and waxing floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; dust and clean furniture and facilities; assist with snow removal as needed.
- Perform minor non-technical repairs and adjustments to buildings, equipment and fixtures; report repair and maintenance needs and assist maintenance personnel in making repairs as required.
- Report unauthorized or suspicious individuals on campus to appropriate personnel; turn lights on and off; unlock and lock doors and gates; report sanitation and safety issues and hazards.
- Supervise project crews during summer months for special cleaning assignments.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Developing schedules and planning adequate staffing levels for proper and efficient custodial operations.
- District custodial quality standards, methods, supplies and equipment.
- Basic inventory methods and practices.
- Record-keeping techniques.
- Proper methods, materials, supplies, tools and equipment used in custodial work.
- Policies and objectives of assigned program and activities.
- Requirements of maintaining buildings and facilities in a safe, clean and orderly condition.
- Modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures.
- Proper methods of mixing, applying and disposing of chemical solutions and products.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

CUSTODIAL SUPERVISOR

KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Train, supervise and evaluate personnel.
- Plan, organize and coordinate custodial services.
- Determine appropriate action within clearly defined guidelines.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prioritize and schedule work.
- Maintain records and prepare reports.
- Assure compliance with local laws and procedures.
- Work independently with little direction.
- Use cleaning supplies, materials, equipment and methods according to established standards.
- Maintain classrooms, offices and other school facilities in clean, safe and secure conditions.
- Maintain assigned tools and equipment in a clean and proper working condition and provide proper security.
- Perform minor, non-technical repairs.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively with others.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate
- Three years custodial experience preferred.

CUSTODIAL SUPERVISOR

LICENSE AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license.

Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 12/2014