

Custodial Supervisor (ELEMENENTARY AND MIDDLE)

Classified Position - 7605

<u>Salary</u> Category 3	<u>Days</u> TBD	<u>Reports to:</u> School Principal
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SCOPE OF RESPONSIBILITIES

Supervise, organize and participate in custodial services; supervise and evaluate assigned custodial personnel

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Schedule, organize, supervise and participate in a variety of custodial services
2. 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
3. Develop and prepare work schedules and assignments; coordinate duties and assignments to assure effective operations
4. Determine, recommend and requisition needed custodial supplies and equipment; communicate with vendors and other outside organizations to coordinate activities and obtain assistance
5. Prepare and maintain a variety of records and reports including employee timesheets, inventory levels, facilities status and work performed
6. Respond to requests from District personnel and faculty to assist with a variety of emergency or special custodial and clean-up duties
7. Supervise and participate in the cleaning and care of classrooms, restrooms, offices, showers, shops and related facilities in a clean, safe and orderly manner; clean and service custodial equipment as required
8. Assure compliance with local laws and procedures regarding the storage and disposal of trash, rubbish and waste
9. 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
10. 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
11. 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
12. Supervise project crews during summer months for special cleaning assignments
13. Operate a vehicle to conduct work as needed; operate a variety of equipment, machines and tools related to custodial work
14. Maintains regular and predictable attendance
15. Adheres to the professional code of ethics
16. Successfully utilizes technology as appropriate in job function
17. Perform related duties as assigned

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

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 a clean, safe and secure condition
- 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

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking			X	
Sitting		X		
Handle/Finger/Feel			X	
Reach/Push/Pull			X	
Bend/Stoop/Crouch		X		
Kneel/Crawl		X		
Climb/Balance		X		
Lift/Carry (Check Frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.		X		
Up to 100 lbs.		X		
Over 100 lbs.	X			

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years custodial experience
2. Valid Kentucky driver's license