

**Central Office Senior Custodian
New Hanover County Schools**

Job Description

Class: Classified
Dept: Operations

TITLE: Central Office Senior Custodian

QUALIFICATIONS:

1. High school degree or equivalent.
2. Minimum five years experience with custodial work, prefer experience with supervisory duties.

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To provide a variety of cleaning and minor maintenance tasks at central office, along with supervising other custodians assigned to other central office buildings.

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. Explain and/or demonstrate work procedures to other custodians.
3. Assist with cleaning duties for maintaining a clean and safe environment.
4. Plan work schedules and assigns custodians (including self) to work areas and duties.
5. Inspect work and direct corrections of deficiencies.
6. Maintain simple clerical records of supplies and equipment. Assist with mail room duties.
7. Requisition cleaning supplies and materials.
8. Issue cleaning supplies and materials to custodians.
9. Make minor repairs to furniture or facilities as needed.
10. Assist with submitting work orders that require outside attention.

11. Clean and make minor repairs to the heating and air conditioning equipment, along with providing regular replacement or filters.
12. Participate in scheduled training workshops and applies new knowledge and skills in daily work.
13. Provide basic in-service training of custodians.
14. Make the rounds to determine if the work is being completed accurately and that safety procedures are being followed.
15. Ensure that custodial staff follows school and NHCS procedures and policies.
16. Address all day to day personnel issues with the custodial staff.
17. Perform related duties and responsibilities as required by the Assistant Superintendent of Operations.

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 61

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:

- Ability to meet all schedules and deadlines in a timely manner.
- Considerable knowledge of custodial work and associated supplies, materials and equipment.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective work relationships with all school system employees and the general public.
- Ability to lift and carry up to 50 pounds, push/pull 75 pounds.
- Ability to stand and walk 100% of the time without fatigue or discomfort.
- Effective oral and written communication.
- Sufficient strength and dexterity to perform all required tasks.