

JOB DESCRIPTION

**JOB TITLE: Custodial Supervisor**

**REPORTS TO: Business Manager**

**DEPARTMENT: Support Staff**

**NATURE AND SCOPE OF JOB:**

Support the mission of Carbon County School District One by providing students a safe, attractive, comfortable, clean, and efficient place to learn, play and develop so that full educational use of buildings may be made at all times.

**I. QUALIFICATIONS**

- \*High School Degree
- \*Five years' experience in custodial activities and use of custodial equipment.
- \*Five years' experience in supervision.
- \*Ability to communicate in English both orally and in writing.
- \*Valid driver's license and ability to be insured by the District

**PREFERRED QUALIFICATIONS:**

- \*BA / BS Degree in Business or related major.
- \*Knowledge of and experience with public procurement policy, practices and procedures.
- \*Experience in the public sector.
- \*Experience with supervision of custodial personnel.

**II. PERFORMANCE RESPONSIBILITIES:**

***Custodial Management and Budgeting***

- \*Establishes and administers schedules, processes and procedures for the regular, ongoing custodial care of all schools and office areas in the District.
- \*Establishes and supervises summer cleaning programs and schedules.
- \*Prepares and administers the custodial services budget for District and schools.
- \*Prepares invoices for custodial purchases.
- \*As member of the District's security and emergency response team may have after hours call backs.

***Hiring and Supervision***

- \*Recruits, screens, and recommends staff for hiring; recommends assignments and transfers.
- \*Supervises all custodial staff and any additional staff required to maintain the cleanliness of all District facilities.
- \*Performs annual evaluations on all employees under his/her direction in accordance with District policy and timelines.
- \*Maintains personnel and other records as required.

- \*Coordinates staffing needs, cleaning tasks and reviews results with principals and other support staff.
- \*Working with building head custodians insure all substitute custodians have proper training to work safely and efficiently in our facilities.
- \*Monitor and certify for payment all custodial staff time cards.
- \*Provides training for custodians in all trainings mandated by the district, cleaning techniques, safety and information provided on MSDS sheets.
- \*Constantly strive to promote the safety, health and comfort of students and staff.
- \*Prepare facilities for opening each school day, this may include snow removal and directing custodial staff assignments.
- \*Provides setup and layout of fields for sporting events.
- \*Coordinate with Maintenance Supervisor the inspection of playground equipment and boilers and document as required.

***Materials Management and Procurement***

- \*Selects and orders materials and supplies necessary for custodial purposes and makes recommendations for capital equipment purchases.
- \*Follows guidelines for public procurement tasks as outlined in District and State policy and procedures.
- \*Maintains an appropriate and accurate inventory of custodial materials, supplies and equipment.
- \*Manages the MSDS program for custodial services.
- \*Assists in the development of Request for Proposals (RFP's). Requests for Quotations (RFQ's), bids and other procurement documents.
- \*Perform and/or supervise preventive maintenance on custodial equipment as needed.
- \*Other jobs as assigned.

**III. EXPECTATIONS:**

- \*Maintain a positive attitude that supports the District Mission.
- \*Maintain a positive, supportive relationship with all people in the work place.
- \*Is responsible for acceptable personal attendance and punctuality.
- \*Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
- \*Responsible for adhering to District policies.

**IV. JOB PHYSICAL QUALIFICATIONS:**

***Physical Demands:***

- \*Ability to lift a minimum of 50 pounds on a regular basis
- \*Ability to work continually standing, walking or bending
- \*Climb various stairs, scaffolding and ladders somewhat frequently
- \*Ability to kneel or squat during the performance of duties
- \*Ability to use hands to grasp, push or pull handcarts, furniture or other equipment, and fine manipulations .

***Environmental Demands:***

- \*Ability to cope with school related noise
- \*Possess physical and mental capability to be out in any weather common to Wyoming
- \*Ability to work in wet, cold and/or windy conditions when necessary
- \*Ability to cope with dust, fumes and/or odors from cleaning supplies and other sources

**Nondiscrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines.

4/10/2012  
12/7/2015