

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Classified - Custodian – Supervisor  
Reports To: Superintendent or Designee  
Approved By: Board of Education Approval Date: June 9, 2020

QUALIFICATIONS:

The employee has a 40-hour workweek with occasional required overtime and may be required to respond to emergencies. Must be able to lift 50 pounds. The employee shall have a high school diploma or general education degree (GED) plus vocational training or two years of experience and/or training; or equivalent combination and experience. Employees are expected to work with custodial staff in maintaining the school in a safe, clean, and healthy environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop the work schedules of custodial staff.
2. Direct and assign custodial personnel to specific jobs to be completed.
3. Shall hold custodians accountable for assigned work, evaluate performance, assigned an improvement plan as needed, and recommend termination if necessary.
4. Inform the maintenance of major equipment failure and needed repairs.
5. Clean, dust mop, scrub and wax resilient floors as needed to protect floor finish.
6. Clean and vacuum carpeting in rooms.
7. Dry mop floors in rooms and hallways.
8. Empty wastebaskets and dispose of refuse in incinerator or waste container.
9. Stock machines, paper towels, and toilet paper dispensers.
10. Scrub and disinfect shower rooms and restroom areas utilizing proper cleaning chemicals and techniques.
11. Change incandescent and fluorescent light bulbs.
12. Clean whiteboards and trays as assigned.

13. Submit a request for supplies to the appropriate Supervisor.
14. Clean and scrub walls, water fountains, sinks, bowls, and glass mirrors.
15. Assist with set-up and cleaning for night activities in the multipurpose room and gyms as necessary.
16. Custodians are responsible for securing buildings before leaving after each workday.
17. Custodians shall join other custodial staff in assuming responsibility for non-school sponsored functions held at school.
18. Install pencil sharpeners, replace fuses, and be accountable for additional minor repairs to building, equipment, and furniture.
19. The Supervisor shall ensure classroom chairs and desktops are clean and disinfected, and may perform the same duties.
20. Ensure snow and ice is cleared from all walks, steps, and entrances to the building.
21. Keep custodial storage areas clean, neat, and free of combustible materials.
22. The Supervisor shall ensure the glass is cleaned inside and out and may perform the same duties.
23. Ensure exterior entries are clean and free of debris include areas within ten feet of the doors.
24. Verify custodial timesheets.
25. Check-in deliveries and ensure delivery to the appropriate person.
26. The custodian shall perform other duties as assigned by the head custodian, superintendent, or out of necessity to fulfill the requirements of the position.