

Job Title: Manager of Custodial Services

Grade Level/Terms of Employment: Grade 120/twelve-month (260 days) contract position with excellent benefits

FLSA Status: Exempt

Work Location: Facility Services

Immediate Supervisor: Director, Facility Services

General Description:

The Manager of Custodial Services supervises the custodial staff throughout Richmond Public Schools and inspects work performed by staff to ensure that it meets specifications and established standards.

Essential Duties and Responsibilities:

- Plans, coordinates and supervises the district custodial services performed
- Serves as primary liaison to building principals for management of custodial operations
- Monitors the budget for cleaning supplies for each school location
- Instructs staff in workpolicies, and procedures, and the use and maintenance of equipment
- Designs, coordinates, monitors and evaluates the training programs for new and experienced staff
- Schedules custodial tasks and monitors staff performance to assure completion of assigned responsibilities
- Plans and prepares employee workschedules
- Conducts on-site evaluations of employee performance
- Provides data for the preparation of cost estimates for custodial services and equipment
- Maintains records on property damage and building inspections
- Conducts on-site inspections to determine additional building needs
- Performs other duties as assigned

Qualifications:

- High School Diploma or equivalent required
- Minimum of five years of increasingly responsible experience in custodial work and building management or equivalent combination of experience and training
- Experience and ability to organize, direct, supervise and coordinate a number of skilled, semi-skilled, and unskilled workers
- Ability to establish and maintain cooperative relationships with employees, other administrators, and the public
- Possession of valid Virginia Operator License with a satisfactory driving record
- Good verbal and written communication, problem solving and team building skills required