

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### ASSISTANT DISTRICT CUSTODIAL SUPERVISOR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience in custodial/maintenance and supervision in the area.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of equipment used. Capable of doing heavy work in and around school facilities (or ensuring its accomplishment). Responsible for planning, assigning and supervising the work of varying numbers of employees. Duties require independent judgment in planning work methods, scheduling work assignments and reviewing the work of subordinates. Ability to operate and maintain equipment at school sites. Ability to deal with vendors. Knowledge of chemicals and how to use them. Ability to accurately and efficiently use the district purchase order and bid system. Knowledge of computers and how to utilize such resources in a management environment.

#### REPORTS TO:

District Custodial Supervisor

#### EVALUATED BY:

District Custodial Supervisor with input from Building Principals, as appropriate.

#### JOB GOAL

To oversee the custodial care of school buildings and grounds in order to maintain a condition of operating excellence so that full educational use of them may be made at all times.

#### SUPERVISES AND EVALUATES:

Building Lead Custodians and Custodians with strong input from Building Principals and as directed by the District Custodial Supervisor.

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assists with performing inspections of all schools as required/mandated.
- \* (2) Assists with and/or coordinates the teaching of Right-to-Know, Aids, Sexual Harassment, Bloodborne Pathogens, and O.S.H.A.
- \* (3) Assist in the bid process.
- \* (4) Assist with the ordering of custodial supplies and insuring proper control of custodial materials.
- \* (5) Insure that custodial equipment is properly maintained and utilized.
- \* (6) Assist with maintaining and administering a district wide substitute list for temporary custodial personnel needs.
- \* (7) Assist the District Custodial Supervisor with annual performance appraisals of custodial workers and make recommendations for employment action.

**ASSISTANT DISTRICT CUSTODIAL SUPERVISOR (Continued)**

- \* (8) Assist with identifying and causing the removal of chemical hazards from school sites.
- \* (9) Help to train custodians in the proper use of chemicals and new equipment.
- (10) Assist with the training of all new custodial employees.
- (11) Deal tactfully with faculty, students, administrators, lead custodians, and custodians.
- (12) Keep computerized records regarding personnel, supplies, and purchase orders and make reports as required by the School District and District Custodial Supervisor.
- (13) Assume the duties of the District Custodial Supervisor, in his or her absence, as required.
- (14) Participate in regular meetings with lead custodians.
- \*(15) Coordinate and communicate with all building principals and lead custodians, as directed by the District Custodial Supervisor.
- \*(16) Use effective, positive interpersonal communication skills.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.

**TECHNOLOGY ACCESS: NO ACCESS**

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**

**Flagler Schools Strategic Framework – Resources & Support Systems**