

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Assistant Director of Custodial Services (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. High School Diploma
3. Five (5) years of professional experience in the custodial field (Head Custodian, etc.)

REPORTS TO: Director of Maintenance and Custodial Services

SUPERVISES: Maintenance Personnel

JOB GOAL: To assist the Director of Maintenance and Custodial Services and the school principals in making the school facilities a clean and safe environment for students and employees.

JOB SUMMARY: Responsible administrative supervisory work in assisting the Director of Maintenance and Custodial Services and the school principals in coordinating the activities of custodians throughout the School System.

ESSENTIAL JOB FUNCTIONS:

1. Assists Director of Maintenance and Custodial Services in planning and coordinating all phases of the facilities custodial activities.
2. Assists Director of Maintenance and Custodial Services in preparing all written reports required for the efficient operation and performance evaluation of his/her office.
3. Assists principals with interviews of applicants for custodial positions.
4. Evaluates and counsels custodial personnel for promotion or deficiencies.
5. Conducts inspections of school facilities in a timely and constructive manner.
6. Provides supervision and coordination along with principals of custodial duties performed in each facility.
7. Establishes and maintains lines of communication with all facility personnel.
8. Conducts or arranges for the training of all custodial personnel.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate supervisor.

PHYSICAL DEMANDS:

While this position is of an administrative and supervisory nature, certain physical demands are required of incumbent.

1. Must be in good health.
2. Must possess the physical strength and stamina to perform job responsibilities.
3. Ability to climb ladders or to position oneself in the inspection of building, grounds, and other structures and facilities.

ENVIRONMENTAL CONDITIONS:

The Assistant Director of Custodial Services performs his duties both inside and outside. The supervisor can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines.

TERMS OF EMPLOYMENT: Twelve (12) months, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number