

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Maintenance ~ Custodial Supervisor

Purpose of the Job

Organizes, supervises, and evaluates the district custodial staff.

Essential Job Functions

1. Organize, coordinate, and direct district custodial staff.
2. Ensure that each school is properly stocked with the necessary custodial supplies and equipment.
3. Assist with preparation and management of the custodial budget.
4. Meet with community groups, principals, and other district staff as necessary to maintain good relations in the community.
5. On-call for district emergencies.
6. Organize and coordinate custodial substitute program. Train all incoming substitutes.
7. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Minimum of 5 years of experience in management or supervision.
2. Minimum of 10 years of experience in the custodial/janitorial field, with a minimum of 5 years in an educational institution preferred.
3. Experience using computers desired.
4. Experience as school district head custodian preferred.
5. Experience conducting training for large and small groups desired

Knowledge Skills & Abilities:

6. Background and knowledge of safety regulations in the workplace.
7. Knowledge of budgeting, ordering supplies and materials.
8. Good communication skills, both verbal and written.

Licenses, Certificates & Special Requirements:

Reporting Relationship:

Reports directly to the Director, Facility Maintenance.

Conditions of work:

Union Affiliation:

NKCASA

FLSA Status:

exempt

Salary Range:

NKCASA

Job

Job History:

Created: 10/01/01; Revised: 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice