



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Custodial Supervisor

Primary Function

The Custodial Supervisor is responsible for overseeing the district's custodians to ensure that the facilities are maintained to the standards of the district in a fiscally responsible manner, meeting all academic, athletic, and community needs, while complying with all regulations established in local, ROE, state, federal codes and laws.

Organizational Relationships

Reports directly to the Buildings & Grounds Coordinator.
Works collaboratively with school principals to ensure cleaning needs are met.
Directly supervises PM Custodians, Lead Custodians and daytime Custodians

Qualifications

- Graduation from high school or equivalency of a high school diploma.
- Working experience in custodial and building maintenance
- Experience in a supervisory role preferred.
- Experience with event management including scheduling, set up and organizing
- Demonstrated skill in working with the public.
- Working knowledge of Building Codes, HVAC, Building Automation Systems, Roofing, and Hazardous Materials.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 50 pounds.
- Ability to climb ladders and walk roof areas
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.
- Maintain a valid Driver's License for the State of Illinois.

Performance Responsibilities

1. Supervises assigned custodial personnel (coordinate schedules, assign tasks, provide training, motivate, etc.) for the purpose of ensuring functions are performed efficiently and in compliance with site requirements and established standards.
2. Provides leadership to custodial staff in order to maintain operating excellence and safety.
3. Interviews and hires custodial staff.

4. Assists with employee corrective action in accordance with union contract.
5. Manages temporary custodial staff including sub custodians and summer help.
6. Performs routine inspections of district facilities to promote healthy and clean facilities and identify areas of opportunity.
7. Responds to safety and/or operational concerns taking appropriate action and/or notifying appropriate personnel for resolution.
8. Consults with administrative personnel for the purpose of planning, prioritizing, and scheduling activities and achieving site maintenance objectives.
9. Assists in managing work orders for the District.
10. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
11. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
12. Prepares various reports (requisitions, safety inspections, work orders, inventory records, routine custodial feedback, timesheets etc.)
13. Supports district maintenance staff for the purpose of completing site activities and projects.
14. Responds to calls off shift and comes on-site for emergency support, as needed.
15. Assists with snow and ice removal using both power equipment and by hand.
16. Carries out such additional duties as required or as conditions necessitate.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education.

During the school year, typical working hours for this position are 2:00 p.m. - 10:30 p.m. Monday-Friday. During the summer and other school breaks, typical working hours are 10:30 a.m. - 7:00 p.m. Monday-Friday. Due to the nature of the duties for this position, the Custodial Supervisor hours may be flexed as determined by specific custodial needs and authorized by the Buildings and Grounds Coordinator..

This job operates in multiple environments, professional office, outdoor in all weather, and unconditioned interior construction. The employee will be exposed to outside weather conditions.

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

Performance Evaluation

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