

Inter-Lakes School District

Job Description



Title: Custodian Supervisor	Date: July 1, 2023
Classification: Non Bargaining, Non-Exempt	Terms of Employment: Full-time
Reports To: Director of Facilities	Supervises: Custodians

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Two years' experience as a custodian supervisor. Strong knowledge of cleaning techniques, materials and equipment.
3. Possess and maintain a valid state driver's license.

JOB OBJECTIVE:

The Custodian Supervisor is responsible for the supervision of custodial staff and supporting the Director of Facilities in maintaining the cleanliness and sanitation of school buildings and grounds.

ESSENTIAL JOB FUNCTIONS*:

General Support & Administrative

1. Assists with daily oversight of all facilities operations (purchasing, scheduling, supervising staff, timesheet entry, coordinating calls).
2. Dispatches and coordinates facilities repair and maintenance work order requests and manage expectations with custodial staff.
3. Provides training and orientation for new staff.
4. Coordinates meetings with facilities staff.
5. Fields phone and radio calls and dispatch for facilities department.
6. Serves as a liaison and assists with coordination and scheduling vendors, subcontractors, tradesmen, laborers, etc. as needed.
7. Maintains supplies and processes orders through the Director of Facilities.
8. Ensures the grounds are clean, organized, and free of trash.
9. Processes Facilities Use requests and coordinates events with building administration and reviews ML Schedules public calendar.
10. Organizes equipment and staffing for special events.
11. Coordinates substitutes, events, supplies, equipment, etc. with other building custodian leads.

Staff Management

1. Assists in the supervision of the custodian staff in accordance with district policies and procedures.
2. Participates in the custodian hiring process.
3. Reviews/approves weekly time sheets and time off requests.
4. Assists in the scheduling of staff to accomplish unusual as well as customary and regular maintenance and inspection tasks.
5. Conducts training sessions for employees on required techniques and recommended maintenance practices and procedures.
6. Provides feedback to the Director of Facilities regarding annual review of staff performance.
7. Ensures buildings are clean and in orderly condition and that staff follows prescribed safety regulations and cleaning protocols.
8. Reports work for custodial, grounds and maintenance to Director of Facilities
9. Reports and documents disciplinary actions to the Director of Facilities.
10. Assumes other duties, as assigned, to promote a positive, clean and safe learning environment.

SKILLS

1. Ability to read and comprehend instructions, short correspondence and memos.
2. Ability to write basic correspondence.

3. Ability to operate a computer including the use of email and reservation software.
4. Ability to effectively present information in one-on-one and small group situations to co-workers, supervisors and other employees of the district.
5. Basic knowledge of operational, maintenance, and repair procedures of heating, ventilating, and cooling system controls; water service and plumbing; electrical, lighting and communication systems; motor vehicles; and other equipment within the school district.
6. Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.

WORKING CONDITIONS:

1. Normal school environment.
2. Minimal travel required.
3. Ability to exert fifty (50) pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
4. Ability to stoop, climb, stand for long periods of time and perform strenuous physical labor, physical mobility, and stamina to participate in activities.
5. Occasionally works in outside weather conditions. Performs tasks and duties in various adverse weather conditions.
6. Occasionally exposed to toxic or caustic chemicals (bleach). It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
