

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: CUSTODIAL COORDINATOR I & II**

**QUALIFICATIONS:**

1. Understanding of proper use of cleaning chemicals and equipment.
2. Ability to perform daily tasks with minimum supervision.
3. Ability to perform moderate to heavy manual labor.
4. Ability to perform light maintenance.
5. Ability to work independently.
6. Ability to read and write.
7. General computer skills – Send and receive email, use district HR program, use HVAC monitoring software
8. Any equivalent combination of education and experience.

**REPORTS TO:** Principal and/or Director of Custodial Services

**JOB GOAL:** To provide students and staff a safe, attractive, comfortable, clean, and efficient place in which to work, learn, play and develop.

**Custodial Coordinator 1** - Tiger Paw Early Childhood/District Office/Finley River School, North Elementary, South Elementary, West Elementary and East Elementary

**Custodial Coordinator 2** - Middle School, Junior High School and High School

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps building and premises, including sidewalks, driveway, playgrounds and adjacent grounds neat and clean at all times.
2. Shovels, plows, and salts/sands walks, driveways, parking areas and steps as appropriate.
3. Follows CCAP guidelines for district standards of cleanliness.
4. Keeps grounds free of rubbish/trash.
5. Performs yard keeping chores such as grass cutting and tree trimming as necessary to maintain the school grounds in a safe and attractive condition.
6. Service grounds equipment, check oil, check belts, keep tires inflated properly, etc.
7. Performs light maintenance, ballast replacement, LED replacement, replace wax toilet seals, urinal and toilet hardware replacement and adjustment, replace light switches and 110 receptacles, and filter replacement on HVAC equipment.
8. Reports any damage to school property to the coordinator or principal immediately.
9. Assumes responsibility for opening/closing of the building as is required for the specific position.
10. Moves furniture and equipment as needed.
11. Coordinates building use and establishes needed cleaning schedules and protocols.
12. Assists the Director of Custodian Services in establishing maintenance and cleaning schedules.
13. Serves as the liaison between evening custodial staff and building and district leadership.
14. Oversees established procedures for the storage and disposal of trash, rubbish, and waste.
15. Ensures all safety procedures are followed by all employees.
16. Performs other duties as directed by the supervisor.

**PHYSICAL DEMANDS:** Must be able to lift up to 50 pounds, climb ladders & use lifts to work on equipment.

**TERMS OF EMPLOYMENT:** 12 months per school board policy GBDBA

**TYPE OF POSITION:** Non-exempt

**EVALUATION:** Annually by the Director of Custodial Services

**PAYSCALE:** Classified Hourly Non-Exempt Scale

**APPROVED BY SCHOOL BOARD:** June 24, 2021