

Job Title: Custodial Supervisor

Non-Exempt

Reports to: Operations Director

Dept./School: Operations

Primary Purpose:

Direct, coordinate, and monitor custodial services for all White Settlement Independent School District facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas Driver's License

Special Knowledge/Skills:

Knowledge of routine custodial practices and methods
Knowledge of equipment, chemicals, and materials used in cleaning processes
Knowledge of minor repair techniques and building maintenance
Ability to manage personnel
Effective planning and organizational skills

Minimum Experience:

Five years experience in custodial services
Two years custodial supervisory experience

Major Responsibilities and Duties:

Custodial Management

1. Establish and oversee schedules and procedures for the regular custodial care of all district facilities.
2. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
3. Inspect all district buildings and facilities and initiate cleaning and repairs as needed.
4. Provide training and orientation to all custodians in cleaning procedures and proper use of chemicals and equipment.
5. Make assignment changes and arrange for substitute custodians as needed.
6. Coordinate the moving and delivery of district furniture, books, inventory, ect.

7. Direct and assist in setting up facilities for special events .
8. Schedule and supervise summer custodial projects, including cleaning and refinishing floors.
9. Interviews custodial applicants and recommends applicants for employment.
10. Assigns and supervises all day and evening custodial staff workers.
11. Recommends custodial supplies and equipment to be used.
12. Demonstrates behavior that is professional, ethical and responsible.
13. Follows all rules, regulations, and policies of the White Settlement Independent School District.
14. Performs other functions that may be assigned by the Administration and/or supervisor.

Safety

15. Instruct assigned personnel on proper and safe use of equipment and chemicals.
16. Operate tools and equipment according to established safety procedures.
17. Ensure that equipment is in safe operating condition.
18. Follow established safety procedures and techniques to perform job duties, including lifting, climbing , etc.
19. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and equipment

20. Test and recommend custodial supplies and equipment to be used.
21. Prepare, implement, and maintain preventive maintenance schedule for custodial equipment.
22. Order equipment and supplies and maintain accurate records.
23. Recommend replacement of existing equipment.
24. Conduct annual inventory of physical equipment and supplies.

Other

25. Work irregular hours and respond to after-hour emergency calls as needed.
26. Assist in the preparation of department budget.

27. Assist in recruiting, screening, training, and evaluation of custodial personnel.
28. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

Equipment Used :

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, extractor, School District Vehicle, personal computer and related software.

Working Conditions:

Mental Demands:

Reading, organizational, communication (verbal and written), and interpersonal skills, interpret policy, procedures, ability to utilize a computer

Physical Demands/Environmental Factors:

Periodic walking, standing, and/or climbing, pushing and bending throughout the day, occasional lifting and carrying 15-50 pounds
Daily driving of district vehicle, frequent stops at each campus, climbing in and out of vehicle approximately 15 to 20 times per day
Occasional prolonged and irregular hours

Occasional exposure to inclement weather, including heat, cold rain, and snow
Moderate exposure to dust, toxic chemicals and toxic materials
Exposure to noise and electrical energy

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____