



# SUPERVISOR

## CUSTODIAL SERVICES

### JOB DESCRIPTION

**JOB TITLE:** Supervisor - Custodial Services  
**REPORTS TO:** Coordinator of Facilities  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT 9  
**DAYS:** 260  
**JOB ID & DATE:** SAT-41, May 2023

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### JOB PURPOSE SUMMARY

Oversee the cleaning and reporting of issues that require intervention by maintenance personnel at all district facilities. Directs daily, weekly, monthly and annual custodial services including cleaning protocols, expectations for cleanliness, safety protocols, and annual deep cleaning of facilities.

### REQUIREMENTS

#### Education Level Details

Bachelor Degree preferred or Associate Degree with multiple years custodial / maintenance experience at a supervisory level. Work experience in custodial management may be considered in lieu of a Bachelor degree.

#### License / Certification / Language Required

Valid Colorado Driver License

#### Work Experience Required

More than five years of administrative or supervisory experience in custodial services preferred

#### Other Skills and Abilities Required.

Familiarity with state workplace statutes and Federal OSHA regulations appropriate to management and operations of custodial services.

Knowledge of technological applications as related to Custodial Services functions.

Knowledge of drug testing policies and procedures

Oral and written communication skills

Critical thinking and problem-solving skills

Ability to maintain confidentiality in all aspects of the job

Ability to manage multiple tasks with frequent interruptions and manage multiple priorities

Knowledge of and ability to interpret life safety codes, ADA regulations, and state, city, and local statutes and regulations

Ability to develop intricate budgets and perform detailed analysis of budgets

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General

- Develop, implement, and direct a district-wide custodial service program. Responsible for planning and coordinating all phases of the District's custodial activities.
- Act as a consultant at worksites to address scheduling, cleaning problems, personnel issues, etc.
- Perform inspections of all district facilities on a rotating basis to ensure adequate performance of custodial personnel in cooperation with site principals and directors.
- Organize and maintain custodial work schedules tailored to each site's needs in cooperation with site principals and directors.
- Conducts inspections of District sites in a timely manner to ensure standards are met and/or ways to improve service.
- Ensure that custodial equipment is properly maintained and utilized.
- Identify and remove all chemical hazards from District sites.
- Conduct regular meetings with Head Custodians.
- Investigate work-related complaints to determine corrective actions or changes to be made.
- Monitor federal OSHA regulations and state statutes in order to maintain compliance with records and document management/retention laws.
- Respond to after-hour emergency security calls in the absence of available site personnel.
- Consistently inspects a variety of areas within the District (e.g. school buildings, supply enclosures, grounds, etc.) for the purpose of ensuring that custodial services meet District specifications and are within regulatory requirements.
- Monitors and coordinates delivery of supplies and inventory for the purpose of ensuring necessary supplies are available and in compliance with regulatory requirements.
- Prepares a wide variety of written materials (e.g. reports, policy/procedures, requests for bids, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Ensure adherence to state/federal regulations and MSDS (Material Safety Data Sheets) regarding chemical use/storage, hazardous waste, and/or other environmental protections.

#### Budget

- Manage budgets for all funds associated with custodial operations, including equipment replacement and securement of cleaning supplies.
- Determines and purchases needed District-wide custodial supplies/equipment.

- Oversees a variety of financial actions (e.g. budget allocations, expenditures, fund balances, related financial activities, assistance with bid/quote preparation, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.

#### Safety and Training

- Establish and implement entry level and ongoing training programs for Custodial Services employees.
- Hire, train, mentor, coach and conduct evaluations of personnel. Mediate conflict resolution. Promote a productive department environment by recognizing and solving problems and encouraging teamwork, creativity, and understanding.

#### Documentation

- Maintain accurate documentation.

#### Other

- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Custodians and custodian leads.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_