

Custodian Supervisor - Elementary

Purpose Statement

The job of Custodian Supervisor - Elementary is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Manager of Custodial Services

Essential Functions

- Arranges and assembles furniture and equipment as needed (e.g. shelving, desks, chairs, etc.) for the purpose of providing adequate preparation for special events in classroom and/or district sites.
- Cleans space following games, performances, and other special events (e.g. stadium, field, theater, gym, etc.) for the purpose of maintaining a sanitary, clean and attractive environment.
- Cleans and maintains assigned facilities and/or grounds (e.g. classrooms, offices, gym, cafeteria, hallways, staircases, restrooms and bodily fluids, multipurpose rooms, grounds, snow and ice removal, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Conducts a variety of staff training (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Distributes a variety of items to office, teachers and other departments (e.g. custodial supplies and equipment, school books, curriculum, school supplies, etc.) for the purpose of distributing materials to their proper destination.
- Inspects facilities daily for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs snow removal operations or other unplanned requirements which could occur outside of normal working hours for the purpose of ensuring access and safety.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs minor maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.

- Picks up trash from the building grounds, including parking lots, during the regular litter patrol, or as needed for the purpose of maintaining a sanitary, safe and attractive environment.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting and/or relating activities requiring action to administration.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or referring to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Supervises custodial administrative functions and all custodial activities within the assigned building (e.g. evaluating, counseling, etc.) for the purpose of ensuring functions are performed efficiently and in compliance with site requirements and established standards.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; operating standard office equipment and computers including pertinent software; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; use of basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; lift 50 lbs.; and climb ladders up to 8'.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure

to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): No specific education level is required.

Education (Preferred):

Equivalency: .

Required Testing

Essential Function Test
Physical Exam

Certificates and Licenses

None Specified

Continuing Educ. / Training

Asbestos maintenance and operations training within
30 days of hire Annual blood born pathogen safety
training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/1/2021

Salary Grade

See Classified Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.