

Monroe-Gregg School District Role Description



Job Title: Evening Custodial Supervisor

Location: Elementary, Middle, or High School

Job Group: Classified- Non-Exempt (260 Days)

Reports to: Custodial Director

The evening custodial supervisor is responsible for overseeing custodial staff with the maintenance, routine cleaning, and disinfecting of all assigned areas to help assure a clean, safe, and attractive learning environment for students and staff. This position provides a high level of customer service for after-school events and activities. Weekly service hours are forty (40) hours per week.

Essential Responsibilities:

- Supervises and leads the work of the evening custodians.
- Motivates a diverse custodial staff to maintain a positive working environment and high quality of work.
- Collaborates with the custodial director schedule work, plan projects, and coordinator building activity needs.
- Secures facilities by ensuring doors are locked appropriately.
- Performs custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing, and trash removal of classrooms, offices, cafeterias, break rooms, bathrooms, hallways, entry ways, gymnasiums, weight rooms, and other areas of the assigned facility.
- Waxes and refinishes floors and shampoos carpets as needed.
- Prepares rooms for special events and assists with rearranging furniture as needed.
- Responds to evening requests for clean ups, spills, pest control, and other miscellaneous custodial work.
- Interacts with staff and community members after business hours to ensure needs are met regarding building use.
- Monitors and inspects the building facility for cleanliness and safety.
- Applies approved methods for disposing of hazardous waste.
- Reports areas requiring maintenance and equipment needs to the custodial director.
- Notifies administrator, safety director, and custodial director of hazardous or harmful situations.
- Maintains custodial equipment and supplies to ensure availability in a safe operating condition.
- Assists with preventative maintenance of site's custodial equipment as needed or requested.
- Follows all safety procedures to ensure compliance with federal, state, county, and district policies/procedures.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, evening visitors, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes safety training and drills to stay knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the custodial director regarding issues and concerns.
- Other duties as assigned by the custodial director and/or maintenance director.

Essential Qualifications:

- High school diploma or equivalent.
- Previous experience in a custodial field to include managing others preferred.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 100 pounds.
- Physical work is a primary part (more than 70%) of the job.
- Work involves standing and walking for extended periods of time.
- Consistent requirements to hear, see, reach, stretch with arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard cleaning equipment is needed.

Environmental Conditions:

The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment. Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting. The potential for risks and hazards can be significantly minimized with proper training, skills, and proper use of safety equipment and risk management procedures.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.