

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Janitorial Supervisor/Warehouse Supervisor**

## **Job Overview**

- Janitorial Supervisor salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Assistant Superintendent for Building & Grounds
  
- **Qualifications**
  - High School Graduate or equivalent
  - Valid Missouri Driver's License
  - Ability to supervise personnel
  - Ability to organize and plan effectively
  - Work well with others
  - Work with little or no supervision
  - Maintain confidentiality in all aspects
  - Ability to maintain records as required
  - Effective communication skills
  
- **Other Working Conditions**
  - Vacations, leave policies, and fringe benefits as stated in Board policies
  - Possess an ethical and professional attitude toward colleagues and the policies of the District
  
- **Responsibilities and Duties**
  - Perform all duties in a safe manner while maintaining a safe working environment for employees under your supervision using safety materials issued by the District
  - Maintain good physical condition and neat appearance with ability to lift 50 pounds as needed
  - Maintain a positive attitude of support for the district and its goals at all times while performing District work
  - Supervise, in conjunction with the building administrator, custodial operations in district buildings
  - Plan, assign, and supervise the work and training of custodial personnel
  - Inspect all areas for cleanliness and equipment for proper working order on a weekly basis
  - Review, in conjunction with the building administrator, custodial personnel's performance and results
  - Instruct custodial personnel in proper safety methods and procedures while performing all duties in a safe manner
  - Deliver supplies and equipment to district facilities
  - Order and inventory of supplies required for entire school year
  - Maintain all operations in regards to the District warehouse
  - Daily deliver of building deposits to bank and return bank bags to accounts payable at Central Office
  - Daily deliver of campus mail
  - Delivery of District items between District buildings
  - Manage the delivery of large shipments to buildings
  - Custodial care of the Central Office
  - Bid process for District Janitorial supplies
  - District surplus
  - Oversee the uniforms and dust mops through Aramark

- Oversee the trash dumpsters through Ditzfeld
- Report to maintenance with building concerns
- Oversee Board meeting setup and delivery of Board Member packets
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.