



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Custodial Night Supervisor

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. Black Seal License
2. Integrated Pest Management Certificate
3. High school diploma or equivalent training/experience
4. Supervisory ability
5. Minimum of three years' experience in plant operation and maintenance, cleaning methods and procedures, minor equipment repair, security, heating and ventilation
6. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
7. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To:

Buildings and Grounds Supervisor

Job Goal:

To oversee the custodial operations of school facilities and ensure a safe, clean and healthy school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

Performance Responsibilities:

1. Assumes responsibility for the closing and alarming of the school as needed.
2. Schedules nightly tasks, supervises work of custodians and participates in nightly cleaning of facilities in a manner to keep the building in a condition of cleanliness and safety.
3. Prevents loss or damage of school building and equipment.
4. Participates in the assignment, scheduling and evaluation of the custodial staff.
5. Maintains an inventory and recommends purchase of supplies, tools and equipment.
6. Removes snow and/or applies sand/salt to sidewalks, steps, ramps, parking areas and school roadways as directed.
7. Completes custodial reports, building condition reports and other records as required.
8. Performs related duties as required for nightly operation of the school.
9. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secondary Supervisor
Pay Grade/Compensation Structure:	G09
Evaluation:	In accordance with Board policy
Job Code:	9400