



Custodian Supervisor I - Elementary

Purpose Statement

The role of Custodian Supervisor I Elementary involves providing custodial services to ensure a clean, safe, and inviting environment for students, staff, and visitors. This position oversees the preparation of facilities for daily operations and events, supports custodial staff in their duties, and ensures tasks are completed safely and efficiently.

Supervisory Relationship

Reports to: Custodial Coordinator

Essential Functions

- **Facility Maintenance:** Clean and maintain assigned areas (e.g., classrooms, offices, restrooms, grounds) to ensure a sanitary, safe, and attractive environment.
- **Emergency Preparedness:** Conduct drills and training for fire, intruder, earthquake, and health safety to ensure procedures are effective and systems are operational.
- **Scheduling and Planning:** Collaborate with administrative personnel to plan and prioritize custodial activities to achieve maintenance objectives.
- **Material Delivery:** Distribute supplies, mail, and packages within the site.
- **Supply Management:** Distribute custodial supplies and equipment to staff and storage locations.
- **Information Dissemination:** Inform students and staff about safety and maintenance issues.
- **Inspection:** Regularly inspect facilities to ensure they are safe, clean, and well-maintained.
- **Monitoring:** Supervise students and staff in work areas to prevent injuries and ensure safety.
- **Personnel Supervision:** Oversee assigned custodial staff to ensure tasks are performed efficiently and meet standards.
- **Maintenance and Repairs:** Perform minor maintenance on equipment and fixtures to ensure proper functioning.
- **Documentation:** Prepare and maintain records such as supply requisitions, safety inspections, work orders, and inventory records.
- **Daily Operations:** Prepare the site for daily operations, including opening gates, raising flags, and ensuring walkways are clear.
- **Safety Response:** Respond to immediate safety and operational concerns to resolve issues or notify appropriate personnel.
- **Security:** Secure facilities and grounds to prevent property damage and ensure safety.
- **Training:** Train custodial staff in safety and maintenance procedures.
- **Support:** Assist other site maintenance staff as needed to complete tasks.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating industrial maintenance equipment.
- Using appropriate software programs.
- Adhering to safety practices.
- Scheduling processes and procedures.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including fractions, percents, and ratios.
- Methods of industrial cleaning, including floor and carpet care.
- Basic tools for minor repairs.
- Safety practices and procedures.

Abilities

- Schedule activities and meetings.
- Work flexibly with diverse individuals and groups.
- Operate equipment using standardized methods.
- Adapt to changing work priorities.
- Solve problems effectively and manage interruptions.
- Communicate effectively and work as part of a team.

Responsibility

Work under direct supervision using standardized routines. Direct personnel within a small work unit. Operate within a defined budget. Utilize resources from other work units. Continually impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and pulling. Frequent stooping, kneeling, crouching, and crawling. Fine finger dexterity. Job generally requires 5% sitting, 80% walking, and 15% standing. Exposure to minimal temperature variations and some risk of injury or illness.

Experience

Job-related experience with increasing levels of responsibility is desired.

Education

High school diploma or equivalent.

Certifications and Licenses

Valid Driver's License and evidence of insurability.
CPR Certificate.

Required Testing

Post Offer Physical Exam

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SM

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.