

Custodial Supervisor PM

DEPARTMENT:	Custodial	REPORTS TO:	Custodial Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Non-Exempt

Position Description

The Custodial Supervisor PM plays a critical role in maintaining a clean, safe, and secure learning environment for students by overseeing the custodial team during the evening shift. Manages personnel, prioritizes tasks, and ensures high quality cleaning standards are met throughout the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Supervision	<ul style="list-style-type: none"> ● Lead, supervise, and evaluate the performance of custodial staff assigned to the evening shift. ● Oversee the daily and weekly cleaning schedules ensuring all areas are addressed effectively and efficiently. ● Provide training on cleaning products, equipment, and procedures for assigned staff ● Troubleshoot situations with renters, maintenance issues, and other problems. ● Serve as a communications liaison between district administration, the Facilities team, and custodians. ● Contact of Maintenance issues. 	35%
Cleaning and Event setup	<ul style="list-style-type: none"> ● Assist custodians with cleaning building facilities ● Assist with preparing facilities for special events (e.g., plays, music performances, board meetings, and other district events) 	35%
Equipment maintenance	<ul style="list-style-type: none"> ● Maintain and repair custodial equipment 	10%
Safety, Security, and Monitoring	<ul style="list-style-type: none"> ● Monitor security issues and building conditions on a daily basis. ● Conduct inspections to ensure all protocols are followed. ● Monitor the quality of cleaning services in concert with various evening activities throughout the district. 	10%
Recordkeeping	<ul style="list-style-type: none"> ● Assist in deployment of supplies. ● Document work activities and maintain necessary records. 	5%
Customer Service	<ul style="list-style-type: none"> ● Spot check schools for cleanliness ● Communicate effectively with school administration and other custodial staff 	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Responsible for supervising 50+ indirect staff
- **Supervisory Activities:** Directing, Disciplining, Evaluating performance, Investigating, Developing or training
- **Budget Signing Authority:** None
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** High School Diploma or equivalent.
- **Licensure:** Valid Driver's License
- **Previous Work-Related Experience:** At least three years of experience in a custodial or cleaning setting
- Ability to lift/move or carry up to 50 pounds.

Preferred

- Previous supervisory or project management experience

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software including work order system.
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
 - Principles and practices of cleaning and sanitation
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization including the safe handling of cleaning chemicals and materials.
- **Advanced:**

- Machines/tools: Machines and tools, including the operation, repair, and maintenance of custodial equipment.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Time Management, Service orientation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Active Listening, Critical Thinking, Monitoring, Management of Personnel Resources, Coordination, Instructing, Negotiation, Social perceptiveness, Repairing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Reading Comprehension, Writing, Active Learning, Learning Strategies, Management of Material Resources, Persuasion, Complex Problem Solving, Judgement and Decision-Making, Equipment Selection, Operation and Control, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Science, Systems Analysis, Systems Evaluation, Equipment Maintenance, Installation, Quality Control Analysis

Working Conditions

Physical Demands

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Walking, Carrying/Lifting, Finger Dexterity, Pushing/Pulling, Repetitive motion, Hearing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Sitting, Balancing, Climbing, Multi-Limb Coordination
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Color vision

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves moderate levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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