



Job Title: Custodial Supervisor

Exemption Status: Nonexempt

Reports to: Custodial Director

Code:

Dept./School: Custodial

Primary Purpose:

Direct, coordinate, and monitor custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

High school diploma or GED
Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of routine custodial practices and methods
Knowledge of equipment, chemicals, and materials used in cleaning processes
Knowledge of minor repair techniques and building and grounds maintenance
Ability to manage personnel
Effective planning and organizational skills

Experience:

Three years experience in custodial services
Custodial supervisory experience

Major Responsibilities and Duties:

Custodial Management

1. Consult with director as to concerns and guidelines or changes to procedures for the regular custodial care of all district facilities.
2. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
3. Inspect all district buildings and facilities and initiate cleaning and repairs as needed.
4. Provide training and orientation to all custodians in cleaning procedures and proper use of chemicals and equipment.
5. Direct and assist in setting up facilities for special events.

6. Schedule and supervise summer custodial projects, including cleaning and refinishing floors. Consult with director for scheduling and approval for projects.

Safety

7. Instruct assigned personnel on proper and safe use of equipment and chemicals.
8. Operate tools and equipment according to established safety procedures.
9. Ensure that equipment is in safe operating condition.
10. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
12. Follow district safety protocols and emergency procedures.

Inventory and Equipment

13. Test and recommend custodial supplies and equipment to be used.
14. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment.
15. Provide input to order equipment and supplies and maintain accurate records.
16. Recommend replacement of existing equipment.
17. Conduct annual inventory of physical equipment and supplies.

Other

18. Work irregular hours and respond to after-hours emergency calls as needed in emergency situation.
19. Assist in recruiting, screening, selection, training, and evaluation of custodial personnel.
20. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
21. Follow established procedures for locking, checking, and safe guarding facilities. Ensure that all staff are following proper procedure for lock up and alarm setting daily/nightly.
22. Maintain emotional control under stress.
23. Responsible to coordinate cleaning of classrooms and facilities in evening hours and to check for proper completion according to MISD high standards. Authority for teaching and correction to be made to employees as necessary.
24. Notify or help custodial director/maintenance director in case of emergency where maintenance is need during the evening shift, in emergency situations only. Custodial director and maintenance director may need to call for assistance and situations might arise, where we cannot get a door to

lock, or power outage, overflowing toilets, fire alarms, etc. where maintenance might need to be called upon. Knowledgeable to handle and fix or try to fix a situation as needed or if called upon.

Supervisory Responsibilities:

Supervise and evaluate the work of custodians districtwide.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, and shampooer; small hand tools; small power tools; light truck or van

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.