

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Night Custodial Manager  
**Reports To:** Director of Custodial Services

#### **SUMMARY**

The Night Custodial Manager is responsible for and oversees assigned schools within the District, creating a clean, safe, and welcoming environment. This position is also responsible for training new staff, retraining current staff, and minor equipment repairs.

#### **QUALIFICATIONS/REQUIREMENTS**

- High school diploma or its equivalent.
- Minimum of three years custodial experience. Experience in supervisory capacity is desirable.
- Knowledge of all phases of custodial services and equipment.
- Ability to read and interpret documents, such as safety, operating, maintenance instructions and manuals, and the Material Safety Data Sheets (MSDS).
- Must have, and be able to maintain, a safe driving record.
- Excellent communication and organizational skills.

#### **ESSENTIAL JOB DUTIES**

- Works with the principals and lead custodians to guarantee the cleanliness and safety of assigned buildings.
- Gives feedback to building administrators on all employee work performance annually for performance reviews for assigned employees.
- Provides training, coaching, and corrective action plan as needed for performance issues and shares with the building administrators.
- Maintains flexible work hours as may be required.
- Works with other Night Custodial Manager(s) to provide supervisory coverage for areas of responsibility as needed.
- Works to provide custodial services within the budgetary parameters of the department.
- Demonstrates flexibility to adapt to diverse situations and utilize critical thinking to provide solutions in resolving potential problems.
- Coordinates with lead custodians to ensure supplies at each location are managed.
- Reports any employee problems to the Director of Custodial Services.
- Assists in repairs of custodial equipment and performs preventative maintenance quarterly on all district custodial equipment.
- Attends equipment and cleaning training.
- Implements the annual training schedule addressing safety and technical skills enhancement.
- Maintains training records for all employees under their direct supervision.
- Assists the Assistant Director of Custodial Services when the need arises.

**ESSENTIAL JOB DUTIES (cont'd)**

- Performs the initial orientation and training of new hires, assessment of development, and follow-up training. This includes the following:
  - Daily Cleaning
  - Restroom Cleaning
  - Weekly Cleaning
  - Kaivac cleaning restrooms
  - Disinfecting spraying (also includes monthly antimicrobial spray)
  - Event Setup and Breakdown
  - Summer Scrub
- Performs all duties required of custodial employees when needed.
- Assists schools when the Custodial Building Supervisor or employees are absent.
- Creates documents and spreadsheets as necessary.
- Knows and understands the District policies and procedures.
- Builds relationships with and acts as liaison between the lead custodians, staff, building administrators, and Director of Custodial Services.
- Performs rounds in every assigned building multiple times per week.
- Maintains, reviews and updates work schedules as needed.
- Makes recommendations to the Director of Custodial Services regarding staffing schedules and issues as they arise.
- Maintains a neat, clean personal appearance, and sets a good example for the custodial staff.
- Attends all meetings as scheduled by the Director of Custodial Services.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director of Custodial Services.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Night Custodial Manager shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.

**FLSA STATUS**

Exempt