



Job Title: Custodial Supervisor IV

Supervisor: Assistant Manager – Building Services

Terms of Employment: 240 days

Job Summary:

The Custodial Supervisor IV is responsible for the maintenance, safety and cleanliness of the assigned facility. This position is considered the main point of contact for Building Services concerns at the assigned school.

Essential Duties:

1. Surveys assigned facility and determines those needs which would require maintenance services; areas of neglect of the cleaning service on a daily basis; and areas needing preventive maintenance.
2. Ability to generate work orders in SchoolDude and track progress within system.
3. Performs minor preventative maintenance on assigned facility, such as unclogging sinks and drains, repairing tile floors and ceilings, changing light bulbs or electrical covers, changing filters, light repairs to furniture or carpentry, and patching and painting as required.
4. Supervises custodial staff performing the following functions: cleaning corridors during the day and removing trash from carpet; scrubbing, hosing down, and disinfecting bathroom floors daily, and cleaning all sanitary fixtures and drinking fountains daily; sweeping and damp mopping lunchrooms; washing all windows on both the inside and outside at least twice each year, and more frequently if necessary; cleaning classrooms and offices; keeping grounds free from rubbish; and keeping all floors in a clean and attractive condition and in a good state of preservation.
5. Develop performance improvement and training plans for observed areas of deficiencies in custodial staff.
6. Performs cleaning responsibilities as assigned by the Assistant Manager – Building Services.
7. Performs minor preventative maintenance, including minor plumbing, electrical, or HVAC work.
8. Checks fire and security alarm systems on a weekly basis, and completes a log as required by the supervisor.
9. Performs minor repairs on doors and locks.
10. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized.



11. Ensures that a proper level of inventory (supplies and equipment) is maintained; orders supplies for the assigned facility.
12. Acts as liaison between school's custodial staff, the Assistant Manager – Building Services, and school administrators.
13. Acts as a point of contact for visitors, community, vendors, contractors, staff, teachers, parents, building use participants, maintenance staff and District employees related to custodial services, duties and building use at the assigned school.
14. Monitors the time records of all custodial employees in assigned schools.
15. Ensures that the building is opened each school day and is secured and properly coded for security each evening.
16. Reports or concerns or issues to the Assistant Manager – Building Services as necessary.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma required; technical degree in general crafts or maintenance preferred.
2. Minimum five years of experience required; or an equivalent combination of education and experience.
3. Completion of ACT WorkKeys.
4. Ability to work effectively with many types of school personnel.
5. Ability to be accountable for inventory and property management.
6. Ability to use small office equipment, including copy machines or multi-line telephone systems; use computers for data entry; and use computers for word processing and/or accounting purpose.
7. Aptitude for safety and attention to detail.
8. Have the fortitude and moral fiber to do what is right, treat others fairly, watch out for the interests of the district, and accept one's responsibility.
9. Ability to assume work load and follow-up on tasks with minimal directions.



10. Ability to interact with co-workers, supervisors, students, teachers, and the general public.
11. Knowledge of the proper and safe use of equipment, tools and materials necessary for assignment completion; knowledge of cleaning methods, procedures, materials and supplies, and general maintenance repairs.
12. Ability to read and write, and to follow oral and written instructions.
13. Ability to use and care for a variety of cleaning agents, materials and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- physically capable of frequently lifting or moving up to 100 pounds;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone and data entry;
- read a computer screen and printed material with or without vision aids;
- hear and understand speech at normal levels and on the telephone; and
- speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 104

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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