



Job Title: Assistant Custodial Supervisor

Supervisor: Assistant Manager – Building Services

Terms of Employment: 220 days

Job Summary:

The Assistant Custodial Supervisor is responsible for the cleanliness of the assigned facility. This position is considered the main point of contact in the evening for Building Services concerns at the assigned school.

Essential Duties:

1. 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.
2. Ability to generate work orders in SchoolDude and track progress within system.
3. Oversee evening shift of custodians, assign work as necessary, ensure all needed supplies are dispensed.
4. Assures all duty lists are covered and complete for assigned shift.
5. Cleans classrooms and offices; keeps school grounds free from rubbish; and keeps all floors in a clean and attractive condition and in a good state of preservation.
6. Performs stripping and waxing of floors.
7. Cleans corridors and removes trash from carpet.
8. Scrubs, hoses down, and disinfects bathroom floors daily, and cleans all sanitary fixtures and drinking fountains daily.
9. Sweeps and damp mops lunchrooms.
10. Moves furniture as needed; reports necessary repairs to immediate supervisor.
11. Performs **cleaning responsibilities** as assigned by the Custodial Supervisor – Building Services.
12. Remains on the school premises when the use of the building has been authorized.
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. Ensure the building is locked and is secured and properly coded for security each evening.
15. Reports concerns or issues to the Custodial Supervisor– Building Services as necessary.

Other Duties:

Perform such other duties and responsibilities as may from time to time be assigned

Job Specifications:

The 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):

- High School Diploma required; technical degree in general crafts or maintenance preferred.
- Minimum three years of experience required; or an equivalent combination of education and experience.
- Ability to work effectively with many types of school personnel.
- Ability to be accountable for inventory and property management.
- 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.
- Aptitude for safety and attention to detail.
- Ability to assume work load and follow-up on tasks with minimal directions.
- Ability to interact with co-workers, supervisors, students, teachers, and the general public.
- 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.
- Ability to read and write, and to follow oral and written instructions.
- 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;
- Ability to climb ladders
- 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.
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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: 102

[Click Here](#) to view Salary Scale

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.