



---

**Job Title:** Custodial Supervisor V

**Supervisor:** Principal / Department Head

**Terms of Employment:** 240 days

**Job Summary:**

Provide a safe, attractive, comfortable, clean and efficient place for students to learn and employees to work.

**Essential Duties:**

1. Supervise and participate in the cleaning and maintenance of buildings, grounds, and equipment; assign, direct, and inspect work of custodial employees.
2. Ensure adequate preparation for special events.
3. Make daily inspections of buildings and grounds; instruct and supervise custodians in cleaning of building, trash collection and disposal and policing of grounds.
4. Assist in instruction and training of custodians in proper use and care of cleaning machines, chemicals, and equipment.
5. Keep buildings and premises, including sidewalks, driveways, steps, parking, and play areas safe, neat, and clean at all times.
6. Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
7. Ensure that carpets are spot cleaned daily as needed.
8. Ensure that tile or other hard surface floors are damp mopped weekly.
9. Check daily to ensure that all exit doors and all panic bolts are working properly during the hours of building occupancy.
10. Ensure that classrooms are swept and wastebaskets emptied daily.
11. Ensure that corridors are cleaned after school each day and often during the day as their condition



requires it.

12. Ensure that restrooms, (including toilets, urinals, sinks, walls, and floors) are cleaned with disinfectant daily.
13. Ensure that walls, doors, furniture, and horizontal surfaces are damp wiped or dusted weekly or more often if needed.
14. Ensure that all windows are cleaned on both the inside and outside at least twice each year, and more frequently if necessary.
15. Keep the grounds free from rubbish.
16. Perform such yard-keeping chores as grass cutting, tree trimming and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
17. Keep all floors in a clean and attractive condition and in a good state of preservation.
18. Make such minor building repairs as capable.
19. Report major repairs needed promptly to the principal/department head.
20. Maintain on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
21. Conduct an ongoing program of general maintenance, upkeep and repair.
22. Report immediately to the principal/department head any damage to school property.
23. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and their attendance is required by the principal/department head.
24. Assume responsibility for the opening and closing of the building each school day and for determining, before leaving the premises, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
25. Keep an inventory of supplies, equipment and fuel on hand, and requisitions such needed



replacements from the principal/department head far enough in advance so that they may be delivered in such time as will not hinder the custodian in their duties.

26. Move furniture or equipment within buildings as required for various activities and as directed by the principal/department head.

27. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.

28. Responsible for summer cleaning each year as assigned. May include cleaning of light fixtures, walls, windows, floor refinishing and carpet cleaning.

replacements from the principal/department head far enough in advance so that they may be delivered in such time as will not hinder the custodian in their duties.

26. Move furniture or equipment within buildings as required for various activities and as directed by the principal/department head.

27. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.

28. Responsible for summer cleaning each year as assigned. May include cleaning of light fixtures, walls, windows, floor refinishing and carpet cleaning.

**Other Duties:**

Performs any other related duties as assigned by the Principal or other appropriate administrator that serve to promote the social and academic well-being of students.

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. High School Diploma required
2. Read and interpret information relating to chemical usage, equipment maintenance, etc.



3. Inventory supplies and complete purchase requisitions and other paperwork as necessary
4. Organize and schedule assignments for custodians to ensure cleanliness of the building and maintenance of grounds
5. Must be knowledgeable in the proper use and care of cleaning machines, chemicals, and equipment
6. Must be able to communicate well and build positive relationships with others

### **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 50 pounds;
- Must have knowledge of and be physically able to operate power-cleaning machines.
- 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;
- Must be physically able to dust, clean, sweep, mop, vacuum, and complete other cleaning tasks
- Must be physically able to perform grounds maintenance duties such as mowing grass, trimming shrubbery, etc.
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone.
- 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:** 105

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.***

*Revised 10-28-2025*