

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

MANAGERIAL CUSTODIAN

Qualifications:

1. High school diploma or equivalent.
2. Three (3) years' experience in custodial or facilities work, preferably in a school setting.
3. Knowledge of cleaning methods, floor care and basic maintenance.
4. Ability to supervise staff and prioritize tasks.
5. Ability to perform physical work as required.

Knowledge, Skills and Abilities:

Knowledge of proper cleaning and disinfecting procedures, floor care (waxing, buffing and carpet cleaning) and safe use of chemicals and custodial equipment. Skilled in supervising custodial staff, managing supplies and ensuring compliance with safety standards. Understanding of OSHA regulations, school health and sanitation standards and emergency cleaning procedures.

Reports to: Assistant Principal of Facilities/Discipline

Job Goals

Oversee daily custodial operations to ensure school facilities are clean, safe and well-maintained. This position works under the direction of the Assistant Principal of Facilities/Discipline and is responsible for supervising routine work routes, verifying completion of work orders and performing or coordinating minor maintenance tasks.

Performance Responsibilities:

1. Create work schedules, supervise and monitor daily custodial work routes and assignments.
2. Verify completion and quality of work orders and routine tasks.
3. Inspect buildings and grounds to ensure cleanliness and safety standards are met.
4. Perform and/or assist with floor care, including buffing and light refinishing.
5. Identify facility issues such as cracked tiles, damaged fixtures, paint touch-ups needed and correct when possible.
6. Report larger repairs to Operations Manager.
7. Ensure proper use and care of equipment and supplies.
8. Collaborate with Operations Manager to secure quotes and procurement process for equipment and supplies.
9. Monitor and order supplies.
10. Perform and/or assist with custodial duties, guidance and support as needed.
11. Assist with special projects, events and seasonal cleaning.

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Inter/Intra-agency Communication and Delivery:

- 12. Provide for positive communication among staff.
- 13. Keep the Assistant Principal of Facilities/Discipline informed of potential problems and unusual events.

Employee Qualities/Responsibilities:

- 14. Attend meetings, training and conferences as needed.
- 15. Ensure compliance with school/district policies and procedures.
- 16. Model and maintain high ethical standards, integrity and accountability.
- 17. Strong reliability and attendance.

System Support:

- 18. Perform all duties and responsibilities in an ethical and professional manner.
- 19. Strong and effective communication with staff and the Assistant Principal of Facilities/Discipline.
- 20. Provide leadership as a team member of the school community.
- 21. Perform other duties as assigned by the Assistant Principal of Facilities/Discipline and/or Superintendent.

Physical Requirements:

- 22. Ability to work outside in extreme summer heat and humidity as well as cold winter conditions.
- 23. Capable of standing, walking and bending for eight (8) hours daily.
- 24. Ability to lift and carry up to 50 pounds on a regular basis.

Terms of Employment: (12 Month Personnel)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Print Employee Name

Employee's Signature

Date

Supervisor's Signature

Date