

Custodial Manager

DEPARTMENT:	Custodial	REPORTS TO:	Director of Building and Grounds
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Exempt

Position Description

Supervise all custodians and manage the custodial budget to ensure efficient and effective custodial services for the Kirkwood School District. Control inventory supplies, provide training, monitor scheduled activities and conduct inspections to ensure a clean and safe learning and working environment for students and staff. Delegate work responsibilities and create an environment that motivates employees to do their best.

Task Title	Essential Job Functions	Percent of Time Spent
Supervision	• Fill staff shortages and daily vacancies. • Approve timecards and correct mistakes. • Interview and recommend qualified candidates • Provide training and coaching to custodial staff • Oversee custodial staff including evaluations and scheduling. • Develop daily project assignments for custodial staff to ensure buildings receive appropriate custodial services and appropriate staffing for special events. • Supervise implementation of Total Quality Management (TQM) and Continuous Quality Improvement (CQC) programs to ensure efficient and effective custodial services.	70%
Inventory and Budgeting	• Manage custodial budget and purchase supplies. • Monitor supply inventory at various District sites. • Compile requisitions for supplies by custodial staff to ensure adequate supplies are available for custodial staff. • Responsible for the training, repair, maintenance, and usage of the maintenance equipment that the custodial team uses in their daily routines. • Solicit, evaluate and recommend contracted service providers in the areas of pest management, waste removal and related areas. • Coordinate contractor schedules with buildings to minimize the interruption to the student learning process.	20%
Safety and Security, Monitoring	• Monitor security issues and building conditions on a daily basis. Inspect schools for cleanliness. • Assist staff to ensure compliance to protocols • Conduct safety inspections	10%

	• Assist public and District staff with planning the setup for special events. • Report any damage left from the special events.	
Facilities Usage Program	• Manage the facility usage program for the Kirkwood School District. • Implement facility usage guidelines and procedures. • Ensure proper staffing is available for rented facilities. • Maintain invoices and deposits regarding the rental of District facilities.	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Responsible for supervising 50+ employees
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Scheduling, Terminating, Approving timecards or time off requests.
- **Budget Signing Authority:** Yes
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college or technical degree and at least 5 years of related work experience.
 - High school diploma and 7 years of related work experience.
- **Education:** Two-year college or technical degree from accredited institution
- **Licensure:** Valid Driver's License
- Ability to lift or carry up to 50 pounds.

Preferred

- Previous supervisory or project management experience

Knowledge & Skills

Knowledge

- **Basic:**
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy

- **Intermediate:**
 - Principles and practices of cleaning and sanitation
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software, including work order system.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- **Advanced:**
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization including the safe handling of cleaning chemicals and materials.
- **Expert:**
 - Machines/tools: Machines and tools, including the operation, repair, and maintenance of custodial equipment.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Time Management, Service orientation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Active Listening, Critical Thinking, Monitoring, Management of Personnel Resources, Management of Material Resources, Coordination, Systems Analysis, Systems Evaluation, Social perceptiveness, Quality Control Analysis
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Reading Comprehension, Writing, Active Learning, Learning Strategies, Management of Financial Resources, Instructing, Negotiation, Persuasion, Complex Problem Solving, Judgement and Decision-Making, Equipment Selection, Installation, Operation and Control, Repairing, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Science, Equipment Maintenance

Working Conditions

Physical Demands

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Body Position- Standing, Sitting, Walking, Physical Activity- Carrying, Lifting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Physical Activities- Climbing, Multi-Limb Coordination, Pushing, Pulling
- **Rarely (Less than 1 hour or 12% of the day):** Body Position- Crawling, Balancing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024