Custodian Supervisor-High School

Purpose Statement

The job of Custodian Supervisor-High School is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Manager of Custodial Services

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, cafeteria, hallways, staircases, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

- Cleans space following games, performances, and other special events (e.g. stadium, field, theater, gym, etc.) for the purpose of maintaining a sanitary, clean and attractive environment.

- Conducts a variety of staff training (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.

- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.

- Coordinates building use with school, staff and outside groups (e.g. setup/breakdown of furniture and equipment, etc.) for the purpose of providing adequate preparations for special events and ensuring proper coverage and no double booking for events.

- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.

- Inspects facilities daily (e.g. snow and ice removal, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment.

- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, changing indoor filters twice yearly, ceiling, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities and maintaining a sanitary, safe and attractive environment.

- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs minor maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, replacing bolts and screws on door ways, replacing ceiling tiles, paper towel and toilet paper dispensers, etc.) for the purpose of ensuring proper functioning and usability of items.

- Picks up trash from the building grounds, including parking lots, during the regular litter patrol, or as needed for the purpose of maintaining a sanitary, safe and attractive environment.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting and/or relating activities requiring action to administration.

- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or referring to appropriate personnel for resolution.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

- Supervises custodial administrative functions and all custodial activities within the building (e.g. performance reviews, counseling, etc.) for the purpose of ensuring functions are performed efficiently and in compliance with site requirements and established standards.

- Supervises summer maintenance (e.g. strip/wax floors, moves furniture, washes walls, windows, and floor boards, etc.) for the purpose of completing and/or facilitating summer construction.

- Supports other site staff (e.g. grounds, trades, food service, etc.) for the purpose of completing site custodial activities and helping to monitor and dismiss students from lunches.

- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; operating standard office equipment including pertinent software (Microsoft Word & Excel); adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands:
significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Equivalency:**

**Required Testing**
- Essential Function Test
- Physical Exam

**Certificates and Licenses**
- None Specified

**Continuing Educ. / Training**
- Asbestos maintenance and operations training within 30 days of hire

**Clearances**
- Criminal Justice Fingerprint/Background Clearance

**FLSA Status**
- Non Exempt

**Approval Date**
- 7/1/2021

**Salary Grade**
- See Classified Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.