



Supervisor 5 / K-6 Custodial

Purpose Statement

The job of Supervisor 5 / K-6 Custodial is done for the purpose/s of providing custodial services under the direction of the principal at assigned K-8 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; monitoring and ensuring regulatory compliance at assigned site; ensuring that custodial and maintenance projects are completed in a safe, proper, and timely manner; supervising assigned personnel; and performing general maintenance duties not requiring skilled maintenance personnel.

This job reports to Director of Maintenance

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Controls the thermostats at the site for the purpose of regulating the temperature in the various buildings.
- Delivers a variety of items for the purpose of distributing materials to the appropriate parties within site.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities 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, etc.
- Maintains various equipment (e.g. boilers, heating and air conditioners, filters and belt replacement, security alarms, sprinkler systems, etc.) for the purpose of ensuring the safe and efficient operation of equipment.
- Maintains school grounds (e.g. trimming, watering, playground equipment, etc.) for the purpose of ensuring a safe, attractive environment.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Orders and maintains supplies, materials, and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities and completing jobs efficiently.
- Oversees facility maintenance activities, assigned custodial personnel and contracted construction workers, throughout the year including summer maintenance for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, lights, ballasts, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs snow removal (e.g. shoveling, snow blowers, etc.) for the purpose of ensuring access and safety.
- Prepares facility for special events and/or community organizations (e.g. book fairs, assemblies, PTA, youth sports, etc.) for the purpose of providing a safe, clean, and functional space for participants.
- Prepares manual and/or electronic documents and/or records (e.g. supply requisitions, safety inspections, work orders, inventory records, time cards, employee absences, MSDS, etc.) for the purpose of conveying information, documenting activities, and/or relating activities to administration for action.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, graffiti, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Schedules custodial personnel to shifts and duties for the purpose of providing proper site coverage and ensuring maintenance and custodial duties are completed in an efficient and timely manner.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supervises and participates in summer cleaning and maintenance (e.g. stripping and waxing floors, moving furniture, painting, shampooing, remodeling, etc.) for the purpose of completing summer deep cleaning and ensuring a safe, clean, and attractive environment.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Updates school marquee for the purpose of keeping the information on the marquee current and relevant.

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 multiple tasks with a need to occasionally 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; 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 and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety 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, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 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.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Attend training workshops

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 5