

Qualifications:

- High School Diploma or Equivalent
- Experience in custodial work
- Some leadership experience is preferred

Nature of Work:

This position supervises custodial services in a small district or in an area with a large district. The employee receives general instructions regarding work assignments and independently directs the details of assignments. The employee assigns custodial personnel to work locations and determines their work loads. The employee resolves minor problems independently and consults a superior when complex problems arise. The employee receives general supervision.

Knowledge, Skills, and Abilities:

- Considerable knowledge of custodial work and associated supplies, materials, and equipment.
- Working knowledge of office repairs and maintenance.
- Ability to supervise other custodians.
- Ability to establish and maintain good working relationships with a variety of people.
- Ability to estimate long-range requirements for custodial personnel, supplies, materials, and equipment.

Essential Job Functions:

- Explains and/or demonstrates work procedures to custodians and other employees.
- Provides in-service training for custodians and other employees.
- Assigns custodians to work area and duties.
- Makes rounds to determine if work stations are manned.
- Inspects work of custodians.
- Directs correction of deficiencies discovered during inspections.
- Maintains simple clerical records of supplies and personnel information.
- Notes needs to repair or replace equipment and submits notice to supervisor.
- Requisitions cleaning supplies and materials.
- Issues cleaning supplies and materials to custodians.
- Keeps building and premises, including sidewalks, and driveways neat and clean at all times.
- Keeps grounds free from rubbish.
- Performs 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.

- Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Shovels, plows, and sands walks, driveways, parking areas, and steps as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweeps classrooms daily and dusts furniture.
- Scrubs, hoses down, and disinfects toilet floors daily, and cleans all fixture and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____