Custodial Supervisor

Primary Purpose:

Direct, coordinate, and monitor custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:
- High school diploma or GED
- Valid Texas driver’s license

Special Knowledge/Skills:
- Knowledge of routine custodial practices and methods
- Knowledge of equipment, chemicals, and materials used in cleaning processes
- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to manage personnel
- Effective planning and organizational skills

Experience:
- Five years experience in custodial services
- Two years custodial supervisory experience

Major Responsibilities and Duties:

Custodial Management

1. Establish and oversee schedules and procedures for the regular custodial care of all district facilities.

2. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.

3. Inspect all district buildings and facilities and initiate cleaning and repairs as needed.

4. Provide training and orientation to all custodians in cleaning procedures and proper use of chemicals and equipment.

5. Make assignment changes and arrange for substitute custodians as needed.

6. Coordinate the moving and delivery of district furniture, books, inventory, etc.

7. Direct and assist in setting up facilities for special events.
8. Schedule and supervise summer custodial projects, including cleaning and refinishing floors.

Safety
9. Instruct assigned personnel on proper and safe use of equipment and chemicals.
10. Operate tools and equipment according to established safety procedures.
11. Ensure that equipment is in safe operating condition.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment
14. Test and recommend custodial supplies and equipment to be used.
15. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment.
16. Order equipment and supplies and maintain accurate records.
17. Recommend replacement of existing equipment.
18. Conduct annual inventory of physical equipment and supplies.

Other
19. Work irregular hours and respond to after-hours emergency calls as needed.
20. Assist in the preparation of department budget.
22. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
23. Perform other duties as assigned.
Supervisory Responsibilities:

Supervise and evaluate the work of custodians districtwide.

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent districtwide travel.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

*To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature ______________________ Date ______________________

Supervisor Signature ______________________ Date ______________________