



Supervisor of Custodial Services

JOB DESCRIPTION

The Supervisor of Custodial Services, under the direction of the Director of Maintenance, is responsible for coordination and supervising District-wide custodial operations and standardization of procedures

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's degree preferred.
- Bilingual preferred
- Three to five years of experience in supervising and training custodial personnel in school or industry
- Experience in the use of custodial equipment, chemicals, and cleaning procedures

KNOWLEDGE, SKILLS, ABILITIES

- Proficient in record keeping and excellent writing skills
- Effective communicator, ability to interface with custodial staff and campus administrators

DUTIES AND RESPONSIBILITIES

1. Supervises all District custodial personnel
2. Ability to work cooperatively with Maintenance Director in regards to budgeting
3. Assists in the interview and selection process for custodial personnel
4. Assists in evaluating all head custodial personnel and assists in the evaluation of other custodial staff
5. Maintains a flexible working schedule during the school year
6. Assists head custodians in preparing daily duty schedules
7. Determines areas of responsibility and equally distributes cleaning requirements
8. Maintains current records of all District custodians, their locations, and shifts
9. Responsible for distribution and maintaining records for all chemicals used in custodial department
10. Develops in-service programs
11. Conducts training sessions and safety procedures
12. Responsible for maintaining and recommendation for employment of substitutes and temporary employees
13. Performs quality assurance inspections
14. Ability to interpret and disseminate District, state, and federal guidelines
15. Performs other duties as assigned

MENTAL DEMANDS

Ability to concentrate, communicate (verbal and written), interpret procedures, reason, understand verbal instructions, differentiate, read, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, climb, balance, stoop, kneel, crouch, crawl, pull, push, reach repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors, drive, and travel within the District. Must be able to work inside and outside in temperature extremes, low or intense illumination, vibration, work on slippery or uneven surfaces, biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.); chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.); sunlight exposure, works with hands in water, works around moving objects or vehicles, works around machinery with moving parts, works alone, may experience unusual fatigue factors, and prolonged or irregular hours during certain times of the year.

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PAY SCALE: PO3

NUMBER OF DAYS: 240

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/02/07*