

9.6.10**COORDINATOR OF CUSTODIAL SERVICES**

Reports To: Director of Supportive Services

Dept / Campus: Maintenance/Support Services

Wage/Hour Status: Exempt

Contract Length: 240

PRIMARY PURPOSE:

Manage the district's custodial system and services to ensure a safe and cost efficient operation and ensure that district property and equipment is properly maintained.

QUALIFICATIONS:**Education/Certification:**

High school diploma or GED
Bachelor's degree preferred

Special Knowledge/Skills:

Possess extensive knowledge, skill, and ability for custodial and maintenance services
Possess knowledge of all aspects of operating custodial-related equipment
Ability to use personal computer
Effective organizational, communication, and interpersonal skills
Patient and calm demeanor

Experience:

Minimum of five (5) years of custodial and/or maintenance experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff; hold staff accountable for high performance; recognize excellence and achievement.

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5. Articulate a positive image of the school district and school district personnel.
6. Provide effective supervision for all department personnel.
7. Effectively recruit, screen, recommend for hire according to district human resource procedures, assign, train, and supervise all department personnel and contract services.
8. Supervise and implement annual safety training program for all department personnel.
9. Establish and administer procedures and schedules for the regular, ongoing custodial care of all school and office facilities of the district.
10. Effectively select and purchase the various custodial supplies and equipment, maintain the integrity of inventories, and assure that adequate supplies of custodial materials and equipment are on hand to maintain scheduled assignments.
11. Provide custodial and management support at all times.
12. Form, schedule, and supervise custodial service crews in cleaning and refinishing floors and all other custodial work, and maintain a goal of efficiency and quality completion of assignments.
13. Inspect all school buildings on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
14. Assist the director of supportive services in the preparation and administration of the custodial services budget.
15. Form, schedule, and supervise all summer cleaning programs.
16. Coordinate and communicate with the director of supportive services in establishing guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
17. Maintain personnel and other records as required.
18. Effectively coordinate and communicate with district personnel to schedule and plan efficient building custodial services on a regular daily basis and for special events.
19. Assist the director of supportive services in preparing bids for contracts on custodial services, supplies, and equipment as requested.

- 20. Prepare and present reports, both oral and written, as required or requested.
- 21. Conduct custodial staff evaluations and recommend improvements as necessary to increase employee ability.
- 22. Other duties as assigned.

EQUIPMENT USED:

Heavy and small cleaning equipment, cleaning solutions

WORKING CONDITIONS:

Mental Demands

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written), maintain emotional control under stress, manage others in a non-coercive manner, maintain a clear focus on customer service

Physical Demands

Repetitive hand motions, prolonged use of cleaning equipment and solutions, prolonged use of computer, frequent interruptions, moderate standing, stooping, bending, and lifting, ability to lift and carry 50 lbs.

Date Adopted: August 2, 2007
Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date