

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Daytime Custodial Coordinator – Grade 6
FLSA STATUS:	Non-exempt
UPDATED:	8/17/07

POSITION OBJECTIVES: To coordinate, oversee, and perform routine housekeeping and maintenance of assigned school district building; to coordinate daytime custodial services throughout the Essex Junction School District; work with Evening Custodial Coordinator to arrange for leave coverage.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform Head Custodian Duties for assigned school:

- Plan and coordinate daily custodial operations for the building. Open building at designated time; raise flag.
- Clean floors: vacuum, sweep, dust mop, wash, strip, buff.
- Wash and clean windows, walls, chalkboards, trashcans, water fountains, and sinks.
- Dust furniture, fixtures, and woodwork.
- Put up bulletin boards and student work, and repair boards, artwork, frames, and displays.
- Provide set up and break down of cafeteria, gymnasium, auditorium, or other spaces for special events.
- Empty trash receptacles and pick up litter in and around buildings.
- Unload materials from deliver trucks.
- Provide leaf raking near building entrances.
- Remove snow from immediate walks and exits.
- Monitor bicycle and vehicular traffic in the parking lot areas when requested.
- Monitor building and grounds to ensure standards for cleanliness and safety are maintained.
- Clean and stock bathrooms, change and clean shower curtains (where applicable).
- Repair/replace ceiling tiles.
- Clean and repair window coverings.
- Repair plumbing fixtures.
- Replace light bulbs and change clocks.
- Move furniture.
- Do routine maintenance of electrical, heating and ventilating vents and fixtures, locks and lockers (where applicable). Perform daily boiler operations.
- Troubleshoot maintenance problems. Handle minor repairs directly. Refer carpentry, plumbing, electrical, and mechanical repairs to maintenance staff as indicated.
- Assign and oversee the work of evening custodian(s) assigned to building; assist with training new employees as requested or assigned; issue daily work assignments; check completed work; assist staff with problems or unusual situations; report personnel problems to the Evening Custodial Coordinator and work with him/her to establish a plan to address the issue when appropriate.
- Assist in planning and managing annual custodial general supplies budget for assigned school; meet with school principal to review and establish any special custodial needs; prepare and submit budget report to Daytime Custodial Coordinator; monitor expenditures to stay within budget.
- Order and maintain an appropriate inventory of custodial supplies and equipment for assigned school.
- Track building rentals and use for evening activities at assigned school and notify Evening Custodial Coordinator to arrange for custodial coverage for rental use as requested by the school principal.

- Order and maintain inventory of school supplies as requested by the school principal.
- Provide coverage for custodial absences as requested. Serve as backup to Head Custodians in other school buildings as requested.
- Participate as a member of the school safety team: Activate alarm during drills; help inspect the building to ensure everyone has evacuated and alerts principal of such; perform school safety inspections as part of a team; attend informational meetings.
- Activate and program the fire alarms.
- Monitor the computerized heating system and notify Property Service of any problems.
- Perform related duties as assigned.

Perform custodial coordination services for the District:

- Serve as primary liaison between the Head Custodians and the Property Service Director; assist Head Custodians with problems or unusual situations; issue work directives around special projects; report significant personal problems, or any unusual, difficult or serious situations to the Property Service Director.
- Arrange for and/or provide backup head custodial services to other District school buildings during absences or temporary reassignments; work with Evening Custodial Coordinator to coordinate custodial leaves and temporary reassignments for the District; collect and approve leave request forms from Head Custodians; modify schedules as necessary to provide adequate coverage while ensuring minimal overtime; work with staff to prioritize duties when short-staffed.
- Re-assign Head Building Custodians and/or alter work shifts as necessary for coverage and/or emergencies.
- Work with School Principal and Property Service Director to identify training needs of Head Custodians; arrange for or provide necessary training.
- Collect general supplies budget requests from Head Custodians from each building; review requests and meet with Head Custodians to review any discrepancies, issues or concerns; provide recommended budgets to Property Service Director.

SUPERVISION RECEIVED: Reports to, evaluated by, and receives work directives from the Property Service Director (and/or his/her designee). Receives daily administrative oversight and work assignments from the school principal (and/or his/her designee).

SUPERVISORY RESPONSIBILITIES:

Provides daily work assignments and direction to the evening custodian(s) assigned to building; may advise on hiring and performance review to a limited extent, but is not considered responsible for quality of work or personnel decisions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. High school degree, or equivalent, plus 4 to 5 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Commercial cleaning experience preferred. Experience waxing and stripping floors, and using a scrubber, floor buffer, commercial vacuum and other floor machines also preferred.
- Knowledge and skill related to routine housekeeping and maintenance work required.
- Reliable transportation to work.
- Supervisory experience preferred.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one-on-one or before groups of students, employees, or the public.

- Math Skills. Good basic mathematical skills including ability to perform operations using units of weight measurement, volume and distance.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills and Experience. Ability to use basic applications of Microsoft Word and Excel. Ability to effectively use GroupWise e-mail system.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty and staff, administrators, parents, and other school visitors. Ability to work cooperatively, collaboratively and effectively with peers, supervisors, and school administrators.
- Ability to effectively resolve conflicts.
- Able to work a flexible schedule to provide backup coverage as requested.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and talk or hear. The employee must occasionally lift up to 60 pounds and move heavy gymnasium/cafeteria equipment (i.e. bleachers, tables, and the like). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles (including dirt and dust). The employee is frequently exposed to toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.