

Chittenden Central Supervisory Union

Job Description

JOB TITLE: Evening Custodial Coordinator Gr. 6

FLSA STATUS: Non-Exempt

UPDATED: August 17, 2007

POSITION OBJECTIVES: To clean and perform routine housekeeping and maintenance of assigned school building to provide a safe learning environment for students; to coordinate and supervise evening custodial services throughout the Essex Junction School District; work with Daytime Custodial Coordinator to arrange for leave coverage.

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

Perform custodial duties for assigned building:

- Clean floors: vacuum, sweep, dust mop, wash, strip, wax, and buff.
- Wash and clean windows, walls, chalkboards, trashcans, water fountains, and sinks.
- Dust furniture, fixtures, wood work.
- Install and maintain bulletin boards and displays, 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 delivery trucks.
- Provide routine grass trimming and leaf raking near building entrances.
- Remove snow from immediate walks and exits.
- Monitor bicycle and vehicular traffic in the parking lot areas when necessary.
- Monitor building and grounds to ensure standards of cleanliness and safety are maintained.
- Clean and stock bathrooms, change and clean shower curtains.
- Repair/replace ceiling tiles.
- Clean windows; 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 (i.e. changing filters and the like), locks (i.e. oiling) and lockers.
- As time permits, troubleshoot maintenance problems. Handle minor repairs directly. Refer carpentry, plumbing, electrical, and mechanical repairs to maintenance staff as appropriate.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Reports known safety hazards in the school to supervisor.
- Available to support students and staff during evacuation drills and emergencies.

Perform custodial coordination services for the District:

- Serve as primary liaison between the custodians and the Property Service Director;
- Perform supervisory duties over Custodians; work with Head Custodians to identify personnel problems or situations; assist custodians with problems or unusual situations; issue work directives around special projects; monitor work in progress as necessary; report significant personal problems, or any unusual, difficult or serious situations to the Property Service Director.

- Arrange for and/or provide backup custodial services to other District school buildings during absences or temporary reassignments; work with Daytime Custodial Coordinator to coordinate custodial leaves and temporary reassignments for the District; collect and approve leave request forms from Custodians; modify schedules as necessary to provide adequate coverage while ensuring minimal overtime; work with staff to prioritize duties when short-staffed.
- Re-assign Custodians and/or alter work shifts as necessary for coverage and/or emergencies.
- Work with Head Custodians and Property Service Director to identify training needs of Custodians; arrange for or provide necessary training.

SUPERVISION RECEIVED: Reports to, evaluated by, and receives work directives from the Property Service Director (and/or his/her designee).

SUPERVISORY RESPONSIBILITIES:

Trains and monitors the activities of the Custodian(s) throughout the District; issues work assignments and directives as necessary; plays a key role in the hiring and performance reviews.

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.