



CHARLHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title Custodial Services Administrator
Reports To Director of Building and Grounds
Level/Grade
Type of position: 12 Month 10 Month Contractor

Qualifications

- Minimum of high school diploma.
- Experience in supervision and training of personnel.
- Experience in maintenance and cleaning of buildings.

Essential Duties and Responsibilities (*other duties may be assigned*)

- Possesses general knowledge of the role and responsibilities of the Director of Buildings and Grounds, with related ability to fulfill the function of the Director on an as needed basis.
- Is available on a 24-hour basis for emergency calls and to fulfill the function of Director on an as needed basis.
- Coordinates the work of, designs efficient schedules, and supervises custodial and maintenance personnel (as needed), in cooperation with the building administrator.
- Provides training to custodial personnel and ensures that “best practice” and safe cleaning procedures are implemented.
- Ensures that equipment used by custodial personnel operates as designed.
- Plans for purchases of standardized custodial supplies.
- Maintains accurate inventories of custodial supplies.
- Assists with the development of the budget for custodial equipment and supplies.
- Works closely with building administrators and directors to ensure cleanliness of schools and other buildings.
- Works cooperatively with building administrators and directors to evaluate custodial personnel.
- Meets regularly with, trains, and supports the work of the custodial supervisors.
- Arranges for custodial substitutes and implements daily or long term adjustments to custodial schedules.
- Facilitates coordination between custodial and maintenance staff.
- Inspects all buildings, including kitchens, on a regular basis for cleanliness.
- Develops district cleaning standards.
- Assures that custodians implement school security and energy management procedures.
- Assists with the recruitment and hiring of custodial personnel.
- Researches and tests new custodial methods, supplies and equipment for the purpose of improving custodial services and building cleanliness.
- Takes responsibility for personal training in areas related to position responsibilities.
- Other responsibilities as assigned by the Director of Buildings and Grounds and Superintendent of Schools.

Supervises

Custodians and Maintenance (as needed)

Skills Required

- Ability to schedule, train and supervise staff
- Ability to apply best practices in the area of building cleanliness

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

High School Diploma

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 4/1/18, Rev 9/3/19

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.