



Job Title: Custodial Supervisor

Job Code Number:

Department: Facilities/Maintenance Department

Reports To: Facilities Director

Contracted Days: 260

Position Summary: The Custodial Supervisor is responsible for supervising custodial staff in all aspects of care, cleaning, minor maintenance and inspection of district facilities (buildings and grounds), and ensuring the highest quality of custodial services are provided to all district facilities at all times. Ensure proper equipment, techniques, and products are safely used to maintain clean surfaces throughout the district. On inclement weather days, this position is considered “essential staff” and may be expected to be present as designated by the superintendent or designee.

Minimum Qualifications/Job Requirements:

Education: High School diploma or equivalent, bachelor’s degree preferred.

Specialized Knowledge, Licenses, etc. Knowledgeable in all functions of custodial work, including operation of equipment, chemical uses and dilution rates, assess productivity, and manage, supervise, train, and evaluate all head custodians.

Experience: Minimum 5 years of managerial experience, previous custodial experience or equivalent work experience.

Specific Training/Skills: Career and technical training or equivalent work experience Required; industry specific certifications encouraged. Ability to effectively communicate with staff (written and verbal communication). Organizational skills, basic computer skills, basic math skills are an essential part of this job.

Physical Requirements (If Applicable): Ability to climb a ladder; reach overhead; provide consistent force up to 50 pounds (e.g. raising cafeteria tables); regularly lift and carry objects up to 25 pounds; frequently lift and carry objects up to 50 pounds. The job generally requires 15% sitting, 60% walking, and 25% standing; includes significant lifting, carrying, pushing/pulling, climbing, stooping, crouching, kneeling, and crawling. This job is performed under varying temperature conditions, to include summer heat and winter cold, as well as both indoor and outdoor work

Other: Contributes positively to the custodial team. Works cooperatively with the faculty and staff. Demonstrates punctuality in all aspects of this job; displays a positive attitude; dresses appropriately; maintains confidentiality; works cooperatively with the staff. In the event of severe weather conditions, equipment breakdowns, and emergency situations, regular duty hours will be extended to ensure the buildings and equipment are ready for occupancy and regular programs of the day. Extended duty hours may include holidays and weekends.

Driving district-owned vehicles is required. Must maintain a valid Oklahoma Operator’s driver’s license. A clean DMV driving record is required. Must be insurable.

The Board of Education and Superintendent may approve alternatives to some of the listed qualifications.

Essential Job Functions - (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary):

- Provides cooperative and courteous service to administrators, faculty and staff, students and patrons.
- Performs random daily inspections to determine if cleanliness of district buildings is adequate.
- Consistently makes rounds and inspects all areas of each school site and documents findings; provides immediate feedback to subordinates to enhance level of service.
- Meets regularly with each head custodian/site principal to determine adequacy of services.
- Develops and maintains site-specific checklists of cleaning activities.
- Identifies and implements appropriate activities and/or changes that lead to performance improvement of custodial staff.
- Coordinates work activities of custodial personnel to achieve maximum productivity and efficiency of services.
- Evaluates each head custodian's workload and makes assignments with parity.
- Identifies opportunities/problems and takes corrective action to improve the quality of custodial services provided.
- Participates in hiring and evaluating custodial staff.
- Recommends need for custodial personnel corrective action to the Facilities Director when appropriate.
- Assists in the orientation and training of new custodial personnel.
- Assigns "floating" custodian's daily work assignments.
- Ensures industry-established procedures are followed for the safe and proper use of cleaning and storing of chemicals.
- Maintains proper control of custodial equipment and supplies to eliminate inventory shrinkage.
- Ensured Department of Labor safety guidelines are followed by subordinates.
- Assists Facilities Director in planning and providing quarterly in-service activities and training for custodial personnel.
- Assists the Warehouse Supervisor to ensure adequate inventories of custodial supplies and equipment remains on hand.
- Evaluates and recommends to the Facilities Director custodial equipment and supply needs.
- Maintains MSDS notebooks at each site.
- Assists head custodians to ensure life safety checklists are completed and documented.
- Maintains records related to inventory, accident reports, and the like.
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Working Conditions – (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position):

R-Regularly O-Occasionally N-Never

Conditions	R	O	N	Example Where Appropriate
Infectious Disease/Material			X	
Blood/Body Fluid		X		Restrooms, blood/body fluid spills
Hazardous Material		X		Dealing with chemicals
High Noise Level		X		Operating custodial equipment
Combative Patients			X	
Electrical Hazards		X		Extension cords, electrical panels, wiring
Moving Objects/Equipment	X			Operating equipment
Toxic Gases			X	
Ionizing Radiation			X	
Dust	X			Frequent exposure to dust
Fumes	X			Paint and cleaning chemicals
Poor Ventilation	X			
Punctures/Wounds/Cuts		X		
Burns		X		
Steam			X	
High Elevations		X		Climb ladders, scaffolds, personnel lifts
Operation of Motor Vehicle	X			Use of vehicle to travel to various sites
Indoors/Outdoors	X			Primarily indoors, occasional outdoor work required
Cramped Body Positions		X		
High Temperatures	X			Outside during summer months
Low Temperatures	X			Outside during winter months
Wetness/Dampness	X			
Air Pressure Changes			X	
Vibration		X		Operating cleaning equipment
Oily/Slippery Surfaces		X		
Odors		X		
Explosives			X	
Working with Others	X			Interaction with coworkers
Others (List)				

Revised: 2/16/2023

Physical Demands – (The physical effort generally associated with this position):

R-Regularly O-Occasionally N-Never

Abilities	R	O	N	Measurable Descriptor (height, distance, weight, frequency, etc.; at least one example required)
Vision (Corrected/Normal)	X			
Color Vision		X		
Hearing (Corrected/Normal)	X			
Sense of Touch	X			
Sense of Smell	X			
Finger Dexterity	X			
Temperature Discrimination	X			
Intelligible Oral Communication	X			
Pushing	X			Able to push 50 pounds
Pulling	X			Able to pull 50 pounds
Lifting	X			Able to lift 50 pounds
Floor to Waist	X			
12" to Waist	X			
Waist to Shoulder	X			
Shoulder to Overhead	X			
Reaching Overhead	X			
Reaching Forward	X			
Carrying	X			Able to carry 50 pounds
Standing	X			
Sitting		X		
Squatting	X			
Stooping	X			
Kneeling	X			
Walking	X			Walking is required
Running			X	
Crawling		X		
Climbing	X			
Stairs	X			
Turning (Head/Neck)	X			
Repetitive Leg/Arm Movement	X			
Use of Foot or Hand Controls	X			
Use of Respiratory Protection		X		

Others (List)				
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Additional requirements: In the event of severe weather conditions and emergency situations, regular duty hours may be extended to ensure buildings and equipment are ready for occupancy and the regular programs of the day. Extended duty hours may include weekends and holidays.

There will be no discrimination in the district because of age, color, disability, gender, gender expression or identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.