



Dr. David Clendening  
Superintendent

Dr. Brooke Worland  
Assistant Superintendent

Ms. Tina Jobe-Gross  
Chief Financial Officer

Mr. Matt Sprout  
Director of Technology

Mr. Jeff Sewell  
Director of Operations

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## Vacancy Notice

Applicants must apply online at [www.franklinschools.org](http://www.franklinschools.org)

**DATE:** October 5, 2022

**POSITION:** Custodian Shift Supervisor

**LOCATION:** Franklin Community Middle School

**NUMBER OF DAYS PER YEAR:** 260 days per year

**NUMBER OF HOURS PER DAY:** 8 hours per day

**DUTIES:** See attached

**REQUIREMENTS:** See attached

**BENEFITS:** Based on the Classified Staff Handbook - available on the 1<sup>st</sup> day of the month following 60 days of employment

**SALARY:** Based on experience – starting at \$16.50 hourly

**POSITION BEGINS:** Immediately

**APPLICATION DEADLINE:** Open until filled

**CONTACT:** Mrs. Rita Holman, Principal – [holmanr@franklinschools.org](mailto:holmanr@franklinschools.org)

Dr. David Clendening  
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

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Phone: (317) 346-8700 Fax: (317) 738-5812 [www.franklinschools.org](http://www.franklinschools.org)

# **FRANKLIN COMMUNITY SCHOOL CORPORATION**

## **Custodian Shift Supervisor**

### **Job Description**

Job Title: Custodian Shift Supervisor  
Department: Custodial Department  
Assignment: Second Shift Custodial Supervisor  
Supervised by: Head Custodian & Building Principal  
Purpose: Performs various custodial duties and lead assigned custodial staff.

#### **DUTIES AND RESPONSIBILITIES:**

1. Supervise assigned personnel's work schedules, duties, training and other needs. Relay work related information to employees.
2. Assign coverage in the event of employee absence or special building activities.
3. Observe assigned personnel in their daily work.
4. Assist in yearly evaluations of assigned staff.
5. Provide supervisor with a correct daily schedule for each of your staff members and update as needed.
6. Requisition supplies and equipment needed to complete assigned work.
7. Be flexible and willing to do whatever is needed when the unexpected or inclement weather occurs.
  - a.) Inclement weather may call for additional work to maintain walks and entrances keeping them clean, clear and safe.
8. Provide periodic reports to supervisors.
  - a.) To include, but not limited to; building and ground condition, equipment, personnel, and procedures.
9. Assist co-workers as needed.
10. Other duties as assigned

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **MINIMUM JOB REQUIREMENTS:**

- High School or GED
- Previous supervisor experience in a similar work environment preferred

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of custodial practices, chemicals, machinery and related equipment.
- Ability to lead and train staff.
- Ability to understand verbal and written communications and instructions.
- Ability to create a cooperative work environment.
- Ability to operate related manual and power equipment and hand tools.
- Ability to safely use cleaning equipment and chemicals.
- Ability to read, understand and follow and enforce safety procedures and corporation policies.
- Ability to lift and manipulate heavy objects.

#### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises.
- Considerable physical activity.
- Requires heavy physical work; heavy lifting, pushing or pulling of objects (more than 70% of the job) is required.
- Work environment involves some exposure to hazards or physical risks, which require following basic precautions.