

CUSTODIAN - SHIFT SUPERVISOR

Purpose Statement

The job of Custodian - Shift Supervisor was established for the purpose/s of overseeing the day to day operation of second or third shift custodians and providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to Head Custodian/Facilities Manager/Operations Manager and Building Administrator

Essential Functions

- Assists with site snow removal for the purpose of ensuring access and safety.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment. Schedules for cleaning assigned by supervisor.
- Ensures site is prepared for end of day (e.g. closing gates, lowering flags, locking/unlocking doors, sweeping walkway, etc.) for the purpose of ensuring facilities are secure, operational and hazard free.
- Monitors building and informs other site personnel (e.g. such as head custodian and/or building administrators) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Monitors custodial staff work for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Monitors time records and absence records of custodial staff for the purpose of certifying the records for payroll.
- Monitors work areas (e.g. halls, multipurpose rooms, lunch rooms, restrooms, grounds) for the purpose of ensuring safe and clean buildings.
- Performs material handling tasks (e.g. delivery of supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Performs minor maintenance on custodial and building equipment, classroom furniture and fixtures and emergency repair (e.g. change vacuum cleaner belts, bags, light bulbs, toilets, etc.) for the purpose of ensuring proper functioning and usability of items and facility.
- Performs necessary building set-ups and tear-downs (e.g. concerts, banquets, sporting events, programs, etc.) for the purpose of providing facility support to school and other events.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns during scheduled work hours (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, athletics, etc.) for the purpose of completing site custodial activities.

Other Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: problem solving, effective listening, handling hazardous materials, operating equipment.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; English grammar, spelling, and vocabulary.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting schedules/deadlines, adaptability/flexibility, mechanical aptitude, physical stamina, reliability, teamwork, dealing with frequent interruptions; work independently to achieve goals; motivating others; ability to interface positively with the public.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Ability to lift 50 pounds consistently required.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment TB Test & Statement of Good Health
as required by Illinois School Code

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

1-1-12

Salary Grade