Newtown Public Schools
Job Description

Title: Custodial Supervisor
Reports To: Head Custodian
Supervises: Custodians
Function: Custodial and Maintenance Services
Department: Facilities
Purpose: Responsible for custodial oversight (also considered to be a working supervisor responsible for the day-to-day cleaning and care of school facilities)

Key Accountabilities:

The position consists of supervising custodial self-directed tasks and assignments designed to keep our schools and surrounding grounds clean, sanitary, and in orderly condition and to perform minor maintenance tasks. This is a working supervisor position.

Typical Tasks or Assignments:

Supervision and completion of the following custodial tasks:

- Clean and wash walls, ceilings, windows, dust and polish furniture, clean, wash, strip, spray, buff, wax and polish floors, wash and clean rest rooms
- Dispose of garbage and trash
- Set up and shift furniture and fixtures as required
- Provide assistance to students, staff, visiting members of the community as assigned by supervisor and/or building principal
- Transport instructional supplies and equipment as required by teaching staff and building principal
- Perform inventory control checks on supplies
- Assist in evaluation of materials and methods
- Operate heating, lighting, ventilation, and electrical controls as specified
- Assist in preventive maintenance program
- Operate security systems and fire safety systems
- Inspect buildings during shift and report any deficiencies to supervisor and/or building principal
- Maintain grounds by collecting litter, trimming bushes and small trees, raking grounds
- Maintain watch over property and grounds against trespassing, vandalism, and fire hazards and notify police and fire departments as appropriate
- Computer skills required
- Lift materials of 50 pounds
- Snow removal is **mandatory**, along with salting/sanding to ensure safe grounds for students and staff
- Perform any other related work as required by supervisor and/or building principal

December 11, 2017