

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Evening Custodial Manager/Floor Specialist	Wage/Hour Status:	Nonexempt
Reports to:	Custodial Foreman	Auxiliary Pay Grade:	5 (260 Day)
Dept./School:	Assigned Campus	Date Revised:	05/06/2022

Primary Purpose:

Supervise the campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies

Experience:

Two years experience in custodial services
Two years floor care experience

Major Responsibilities and Duties:

Custodial Management

1. Establish and oversee work schedules and procedures for the regular custodial care of all district facilities and special custodial projects. Make work assignments and arrange for substitute custodians as needed. Periodically fill cleaning role when staffing levels dictate.
2. Inspect all district buildings and facilities and schedule cleaning and repairs as needed.
3. Provide training and orientation to all custodians related to cleaning procedures and the safe and proper use of chemicals and equipment.
4. Help screen, select, and train custodians.
5. Coordinate floor care program and projects.
6. Direct and assist in setting up facilities for special events.

Cleaning

7. Implement and maintain established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
8. Perform cleaning duties as assigned that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
9. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat, clean and free of trash.
10. Comply with local laws and procedures for storage and disposal of trash.
11. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

Maintenance and Repair

12. Move furniture or equipment within building as directed by principal or other administrator.
13. Report repair needs to supervisor.

Safety

14. Oversee procedures for locking, checking, and safeguarding facilities.
15. Inspect machines and equipment for safety and efficiency.
16. Operate tools and equipment according to established safety procedures.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Follow district safety protocols and emergency procedures.

Other

20. Perform other duties as assigned.
21. Has regular in person attendance and complies with notification procedures for absences.

Supervisory Responsibilities:

Monitor and direct the work of custodians.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van. Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer and basic tools.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: _____

Date: _____