

WALL TOWNSHIP PUBLIC SCHOOLS

TITLE: Lead Custodial Supervisor

REPORTS TO: Management Services Director/Building Principal

QUALIFICATIONS: High School Diploma or Equivalent

1. Thorough knowledge of methods, materials, and equipment used in school plant cleaning.
2. Ability to organize and direct personnel, including assessing workloads, skill requirements, and directing employee job assignments.
3. Successful experience in organizing and conducting in-service custodial training.
4. Minimum of 3 years experience as a Custodial Supervisor, or equivalent position.

SUPERVISES: Building Custodial Supervisor and Custodial Staff

JOB GOAL: To maintain the cleanliness and safety of all school facilities in order to realize full educational use at all times.

PERFORMANCE RESPONSIBILITIES:

1. Set and maintain standards of cleanliness in all school district buildings.
2. Supervisor Building Custodial Supervisors and custodians engaged in the cleaning of buildings.
3. Coordinate and assign custodial floaters.
4. Coordinate and assign substitute custodians.
5. Maintain and revise custodial manual along with the Management Services Director.
6. Maintain all gymnasium and classrooms floors which require periodic refinishing.
7. Establish and maintain an adequate training program for all custodial personnel.
8. Estimate yearly requirements for custodial supply and equipment items. Coordinate with Operations Department to ensure adequate supplies are maintained.
9. Implement a program of building housekeeping inspection, performing as many as possible personally, and directing the assignments of Custodial Supervisors.
10. Perform all duties associated with the Building Custodial Supervisor position for the leader's assigned building.
11. Perform such other duties as may be assigned by the Management Services Director and Building Principal.

TERMS OF EMPLOYMENT: Salary for this position will be in the form of a differential in the amount of \$6,500.00

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

APPROVED: January 20, 2004