

CUSTODIAL SUPERVISOR

The Custodial Supervisor, under the direction of the District Plant Manager, shall direct the district custodial staff in a manner which ensures a safe, clean, and attractive learning environment.

Specific Responsibilities:

1. Assist in the recruitment, employment, assignment, transfer, promotion, dismissal, and supervision of custodial personnel.
2. Conduct training and maintain records and reports as required by the State Department of Education as they specifically relate to custodial activities.
3. Coordinate with the District Plant Manager the procurement of supplies and equipment for custodial activities.
4. Supervise and maintain records of evaluation for the district's custodial staff.
5. Assist district campus level administrators with special event custodial staffing.
6. Conduct regular campus inspections.
7. Coordinate with the District Plant Manager as it relates to maintenance and energy management needs.
8. Perform other duties as assigned by the District Plant Manager.

4/24/14