

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### COORDINATOR OF CUSTODIAL SERVICES

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years successful experience in custodial work.
- (3) Must be able to read basic operating instructions and written reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules and regulations of facilities and maintenance. Skills in positive people management. Knowledge of current research, trends and best practices. Ability to prepare and follow a work schedule. Proficient in the use of custodial equipment and cleaning chemicals. Effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize.

**REPORTS TO:**

Director of Facilities

#### JOB GOAL

To provide the leadership, supervision and management necessary for the maintenance, sanitation, cleanliness and safety for the physical plants and grounds.

**SUPERVISES:**

Secretary

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 8**
**PERFORMANCE RESPONSIBILITIES:**
Service Delivery

- \* (1) Ensure District compliance with applicable codes, rules and statutes.
- \* (2) Monitor the development of the both short- and long-range plant maintenance plans.
- \* (3) Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- \* (4) Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.

**COORDINATOR OF CUSTODIAL SERVICES (Continued)**

- \* (5) Receive work orders, establish priorities and assign personnel.
- \* (6) Maintain the inventory of custodial supplies, tools, and materials for use in all facilities.
- \* (7) Assist in the supervision of the physical security of school buildings.
- \* (8) Assist in setting up for meetings and workshops on planning days.
- \* (9) Conduct minor maintenance repairs assigned, within the knowledge and skill level of a custodian supervisor.
- \* (10) Participate in any casualty prevention, tests and inspections that are an integral part of the facility.
- \* (11) Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
- \* (12) Inspect, routinely, areas of physical plant and grounds for possible personnel safety hazards and make reports to Principal or Facilities Director.
- \* (13) Assist in the assignment, scheduling and training of the custodial staff.
- \* (14) Supervise special cleaning programs as required.
- \* (15) Assist with all matters relative to the cleanliness and safety for the facility.

**Interagency Communication and Delivery**

- \* (16) Maintain effective relations with patrons and employees.
- \* (17) Facilitate close communication between the maintenance and custodial functions to ensure cost efficiency.
- \* (18) Ensure that maintenance projects are coordinated with appropriate regulatory agencies.
- \* (19) Promote cooperative relationships among support services to facilitate the instructional program.
- \* (20) Coordinate activities with principals and custodians.

**Professional Growth and Improvement**

- \* (21) Develop and deliver appropriate and current training for all assigned staff.
- \* (22) Keep abreast of new developments in maintenance techniques to ensure maximum efficiency.
- \* (23) Promote and support professional development for self and others.
- \* (24) Establish procedures which ensure personnel awareness of State Board of Education rules and health-safety standards and ensure the standards are implemented.
- \* (25) Participate in workshops and training sessions as required.

**Systemic Functions**

- \* (26) Develop, maintain and coordinate procedures to ensure timely response to plant maintenance.
- \* (27) Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- \* (28) Supervise the dispersal of required materials and supplies.
- \* (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (30) Exhibit confidence and commitment to the vision and mission of the District.
- \* (31) Maintain a positive public relations attitude with all staff personnel and student body.
- \* (32) Follow attendance and proper dress codes as required.
- \* (33) Prepare all required reports and maintain all appropriate records.
- \* (34) Ensure that School Board policies and governmental regulations are being consistently applied to area of responsibility.

**Leadership and Strategic Orientation**

- \* (35) Interview and recommend the hiring of custodians to principals.
- \* (36) Plan for future needs and prepare requisitions to meet the need for tools and supplies.
- \* (37) Prepare all required reports and maintain all appropriate records.
- \* (38) Perform other duties as assigned.

\*Essential Performance Responsibilities