

Union Public Schools Job Description

Position Title: Coordinator – District Coordinator for Custodial Services
Department: Operations and Maintenance
Reports To: Operations Manager

FLSA Designation: Exempt

SUMMARY: To keep the District's buildings in such a state of operating excellence that they present no problems or interruptions to the education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Directs and supervises custodial staff in assigning work areas within time frequency provided.
- Completes daily work schedule assigned in time frame provided.
- Follows trained cleaning instructions established by management.
- Knows and understands the uses of all chemicals, equipment, and work processes used in the cleaning procedures.
- Knows proper cleaning procedures for all jobs assigned, including cleaning of equipment.
- Knows carpet and hard floor care, including spotting, extracting, stripping and refinishing.
- Works with employees and supervisors to overcome weaknesses and meet the goals of the District when necessary.
- Communicates and coordinates custodial goals and objectives with immediate supervisor and employees.
- Works with supervisor on projects to maintain a clean, safe environment for students and staff (inside and outside).
- Instructs supervisor on proper procedures of custodial requirements and use of custodial tools and equipment.
- Motivates Campus Custodial Coordinator and site Night Leads by instilling a positive, service minded attitude and feeling of pride.
- Maintains a positive public relations attitude with all employees, teachers, staff members, visitors, clients, and students.
- Reports needed repairs, employees concerns, and safety concerns to the Operations Manager as needed.
- Assists with maintaining the proper inventories of cleaning products, materials, and equipment for all district sites and works with the warehouse on maintaining optimum quantities of custodial supplies.
- Assists in the hiring of new employees; trains and supervises custodial staff.
- Helps coordinate and maintain access and egress to the building during inclement weather.
- Communicates effectively and works well with supervisors and other team members.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees by directing the site night leads and the custodial staff in the cleaning of their building.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). Five (5) years custodial experience in operations management, preferred. Knowledge of custodial cleaning supplies and equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Duties may include outside work.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move items weighing up to 90 pounds such as furniture. The employee will frequently push/pull items such as, but not limited to, tables, bleachers, cabinets, scrubbing and buffing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works both indoors and outdoors and under adverse weather conditions at times. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The employee will work at high elevations on scaffolding and ladders.

The employee will be required to work evening and weekend shifts as directed by the District Coordinator for Custodial Services.

The noise level in the work environment is usually moderate to loud.