



Flour Bluff Independent School District Job Description

JOB TITLE: Custodial Supervisor

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Executive Director of Maintenance and Operations

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Direct, coordinate, and monitor custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

QUALIFICATIONS:

Education/Certification:

- High School diploma or GED
- Valid Texas driver's license

Special Knowledge/Skills:

- Knowledge of routine custodial practices and methods.
- Knowledge of equipment, chemicals, and materials used in cleaning processes.
- Knowledge of minor repair techniques and building and grounds maintenance.
- Ability to manage personnel.
- Effective planning and organizational skills.
- Ability to use computer and software to develop spreadsheets, databases and do word processing.
- Ability to manage budget and personnel.

Experience:

- Five years' experience in custodial services
- Two years custodial supervisory experience

Supervisory Responsibilities

- Supervise and evaluate the work of custodians districtwide.

MAJOR RESPONSIBILITIES AND DUTIES:**Custodial Management:**

1. Establish and oversee schedules and procedures for the regular custodial care of all district facilities.
2. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
3. Inspect all district buildings and facilities and initiate cleaning and repairs as needed.
4. Provide training and orientation to all custodians in cleaning procedures and proper use of chemicals and equipment.
5. Make assignment changes and arrange for substitute custodians as needed.
6. Generate and assign work orders to custodial personnel and oversee completion.
7. Coordinate the moving and delivery of district furniture, books, inventory, etc.
8. Direct and assist in setting up facilities for special events.
9. Schedule and supervise summer custodial projects, including cleaning and refinishing floors.

Safety:

10. Instruct assigned personnel on proper and safe use of equipment and chemicals.
11. Operate tools and equipment according to established safety procedures.
12. Ensure that equipment is in safe operating condition.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

15. Test and recommend custodial supplies and equipment to be used.

16. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment.
17. Order equipment and supplies and maintain accurate records.
18. Recommend replacement of existing equipment.
19. Conduct annual inventory and analysis of physical equipment and supplies.

Other:

20. Work irregular hours and respond to after-hours emergency calls as needed.
21. Assist in the preparation of department budget.
22. Assist in recruiting, screening, training, and evaluation of custodial personnel.
23. Maintain accurate information for payroll reporting (timecards, tardiness, and absenteeism).
24. Maintain good working communications with co-workers and other staff members.
25. Maintain good attitude in difficult situations.
26. Help maintain cohesiveness among employees.
27. Perform duties in a timely and organized manner.
28. Project a professional image through demeanor and dress.
29. Comply with Maintenance/Transportation Department policies and procedures.
30. Comply with policies and procedures as outlined in employee handbook and addendum.
31. Maintain regular and reliable attendance.
32. Adhere to proper channels when communicating ideas, problems, etc.
33. Attend professional growth activities to keep abreast of innovative techniques in custodial operations.
34. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van.

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours.

Mental Demands: Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.