



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 015 Custodial Supervisor

TITLE:	Custodial Supervisor
QUALIFICATIONS	<ul style="list-style-type: none">* High school diploma or equivalent.* Minimum of three (3) years of experience in cleaning public buildings.* Previous experience in cleaning school buildings is preferred.
REPORTS TO / EVALUATED BY:	Assistant Superintendent and Superintendent
TERM OF POSITION:	12-months <ul style="list-style-type: none">* The Custodial Supervisor will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.* The Custodial Supervisor will serve a total of 8 hours per work day.
SALARY:	Negotiable
VACATION:	5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service
JOB GOAL:	The goal of the Custodial Supervisor is to ensure that all of the district's buildings and facilities are attractive, comfortable, clean, and sanitary so as to promote, protect, improve, and maintain the health and safety of all students and school personnel.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Organizes and schedules procedures for the regular and on-going custodial care of all school and office facilities in the district.* Regularly inspects all facilities to determine that high standards of cleanliness and safety are maintained.* Establishes, organizes, assigns, and schedules the custodial staff to various work sites within the district.* Responsible for re-assigning custodians, as needed, to cover extended absences.* Establishes, organizes, and supervises all summer custodial programs and schedules.* Monitors contracted trash removal services.* Assists the Assistant Superintendent in developing the custodial budget and in purchasing needed custodial supplies and equipment.* Maintains an accurate inventory of custodial supplies and equipment.* Responsible for collecting custodial timesheets weekly and ensuring that same are delivered to the Payroll Office.* Assists the Assistant Superintendent in the evaluation process of the custodial staff in accordance with district policies.* Ensure that custodial staff attend and participate in all district-required training programs and inservice workshops.* Ensure that custodial staff maintain a neat and clean personal appearance and wear district uniforms at all times when performing custodial duties.



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- * Reports major repairs needed promptly to the Assistant Superintendent.
 - * Prepare and submit all reports as requested by the building administrators and/or Central Office administrators.
 - * Maintains confidentiality of all school-related matters.
 - * Perform all other duties as dictated by law and/or assigned by the Superintendent or Assistant Superintendent.

Hancock Place School District
Date Approved: December 14, 2005