



COORDINATOR, CUSTODIAL SERVICES

GENERAL RESPONSIBILITIES

The position is responsible for developing sound housekeeping by planning and administering the overall custodial service program, as well as coordinating of all school custodial services.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Schedule special projects throughout the school system.
- Serve as mediator between custodial staff and administrators.
- Monitor and order of custodial cleaning supplies.
- Meet with vendors to introduce efficient and cost effective products.
- Direct supervision of the area supervisors.
- Monitor and approve special project work assignments.
- Review monthly school inspections.
- Process purchase requests
- Set up training for custodial staff members.
- Review equipment before purchasing.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of cleaning materials, supplies and equipment; considerable knowledge about building fixtures and equipment; ability to express ideas clearly, both orally and in writing; ability to plan, train and supervise the work of subordinates in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with school officials and associates.

EDUCATION AND EXPERIENCE

High School Diploma. Extensive experience in custodial and building maintenance work including supervisory experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.