TITLE: **Custodial and Warehouse Supervisor**

QUALIFICATIONS:

1. Has ~~college level~~ post secondary course work, in facilities management or related field. ~~Business administration, p~~Preference will be given for completion of Bachelor’s program.
2. Has five years’ experience in the maintenance field including at least two years supervisory experience
3. Has the ability to communicate effectively orally and in writing with staff and community
4. Possesses a valid driver's license
5. Responsible for special projects as assigned by department head
6. Ensures that custodial staff is observing safe work practices
7. Prefer knowledge of methods, materials and equipment used in custodial work
8. Computer literate, proficient in use of inventory, office and related software programs
9. Has demonstrated ability and aptitude or competence for assigned responsibilities

REPORTS TO: Director of Facility Management

JOB GOAL: To maintain the physical school plant and its grounds in a condition of operating excellence so that educational use may be made of them at all times

PERFORMANCE RESPONSIBILITIES:

1. Work second shift as appropriate to provide supervision of custodial staff
2. Performs periodic inspections of various School Board facilities to determine if the custodial services are adequate and ascertain the cleaning needs
3. Process purchase orders with Manager’s approval for custodial supplies and equipment from approved vendors. Ensures that proper supplies, materials and equipment are available to the custodial staff
4. Make recommendations for custodial supplies and equipment based on knowledge of product use
5. Develop and manage a working budget
6. Develop, schedule, conduct or coordinate regular in-house training sessions of custodial staff in the effective and efficient use of materials, supplies and equipment
7. Screen, train and annually evaluate employees
8. Develop a procedure for receiving supplies for the district as well as distribution of materials via the Inter-school Courier
9. Manage the warehouse function at our various locations
10. Monitor the condition and usage of all Board of Education property, excluding buildings
11. Develop program to maintain pesticide application notification. Responsible for labels and Material Safety Data Sheets (M.S.D. S.) on pesticides and chemicals used at all Board of Education sites
12. Responsible for Fixed Assets program and inventory control of all School Board property and knowledge of rules and regulations pertaining to disposal of surplus property and maintaining these records in MUNIS
13. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary – Professional II Salary Schedule
* 8 per day
* 40 per wk.
* 260 days
* 12 months
* Board approved 2-9-2006, Revised 9-11-2008