

CUSTODIAN COORDINATOR

JOB SUMMARY

Individual works under the direction of the Assistant Director of Schools to coordinate, plan, organize and participate in the custodial services, required to maintain equipment, rooms, buildings and adjacent areas in a clean, orderly and secure manner.

QUALIFICATIONS

- High school diploma (or GED)
- Must possess a valid Tennessee Drivers license with a clean driving record.
- Maintain clean, neat personal appearance to present the proper appearance when working
- Must be able to stand, walk, bend, stoop, sit, climb and lift items of approximately 40 pounds
- Ability to supervise custodians and/or contracted custodial services
- General maintenance knowledge required (i.e. plumbing, electrical, and painting)
- Ability to work flexible and varied shifts
- Knowledge of proper usage, storage, and handling of chemicals and equipment
- Such alternatives to the above qualifications as the Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Establish and maintain a good rapport with school custodians, students, staff, and community members.
- Communicate effectively with in-house and/or contracted service employees.
- Assist in interviewing, selecting, and recommending custodian candidates to the Assistant Director of Schools and/or school principals.
- Perform the scheduling, supervision, and maintenance of the custodial staff and/or contracted services employees.
- Inspect school daily for vandalism, maintenance, and needed repairs. Complete and submit inspection documentation as required (i.e. work orders).
- Possess an understanding of and ability to monitor all electrical, mechanical, fire and security systems.
- Prepare required personnel reports and staff evaluations.
- Order, receive, and stock required cleaning supplies and equipment.
- Perform periodic inventory and maintenance of all custodian equipment.
- Reply to written and verbal requests to the Assistant Director of Schools and handle all associated paperwork.
- Coordinate, supervise, and participate in facility preparation for extra curricular and community activities.
- Coordinate activities of contractors or volunteers doing work on school grounds with maintenance personnel, school personnel, PTO's, and others as needed.
- Coordinate and supervise summer cleaning projects including sanding gym floors, stripping tile floors, painting, shampooing, etc.
- Maintain a working knowledge of guidelines regarding the storage and use of chemicals. Train building custodial staff on these guidelines.
- Conducts periodic training that includes the safe operation of custodial equipment, safety issues, and biohazard/body fluid clean up.
- Perform other duties as assigned by the Assistant Director/Director of Schools.