

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

SUPERVISOR-NIGHT CUSTODIAL OPERATIONS

DEFINITION:

Under the direction of the Head Custodian, ensure an attractive, clean, safe, sanitary and organized environment; oversee and provide support to assigned custodians in the performance of their assignments to ensure completion in a proper, safe and timely manner; oversee the preparation of facilities for classroom activities and campus events; perform a variety of custodial services and special cleaning operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine custodial activities at assigned site; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets of site facilities; spot clean and shampoo carpets; empty trash.
- Coordinate the use of school facilities by community organizations and outside groups; plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment.
- Operate, maintain and repair various small and large power equipment and other custodial equipment including a vacuum cleaner, polisher, power washer and blowers; submit work orders for needed repairs; perform minor repairs to facility as needed.
- Secure site and facilities to minimize property damage, equipment loss and potential liability.
- Respond to immediate operational or safety concerns and take appropriate action or notify appropriate personnel.
- Replenish classroom and restroom supplies to ensure adequate quantities for daily use.
- Oversee and provide training to assigned personnel regarding professional trade and safety awareness skills.
- Receive and deliver a variety of items including various supplies, mail and packages to the appropriate location.
- Assist with on-site snow removal to ensure safe access to facilities.
- Respond to inquiries from staff, students or visitors and provide information or direct inquiries to appropriate personnel.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three (3) years of increasingly responsible custodial experience including one year as a lead.

Licenses and other Requirements:

- Possession of a Valid Utah Driver's License.
- Criminal Justice Fingerprint and Background Clearance.

Knowledge of:

- Methods of industrial cleaning for floors, carpets, furniture, walls and fixtures.
- Principles of training and providing work direction.
- Proper methods, techniques, materials tools and equipment used for custodial work.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Basic tools and equipment to perform minor repairs.
- Appropriate safety precautions and procedures including proper lifting techniques.

Ability to:

- Oversee and participate in a variety of cleaning and custodial maintenance activities.
- Perform routine custodial activities at an assigned school site in addition to building and grounds maintenance and minor repair work.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Estimate quantity and types of supplies needed.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate and maintain a variety of tools and custodial equipment.
- Communicate and work well with diverse groups of individuals.
- Maintain records related to work performed.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.
- Subject to extreme weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seeing to perform custodial duties.
- Walking or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.

Hazards:

- Exposure to cleaning agents, chemicals and bodily fluids.
- Working from heights on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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