

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**CUSTODIAL SERVICES ASSISTANT MANAGER 77013 (B)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Valid Florida Driver's License.
- (3) Three (3) years experience in custodial services or custodial service management.
- (4) Certified as a Master Custodian or certified as such within one year of assuming position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Ability to operate and maintain all equipment used in the course of district custodial activities.
- (2) Skill in planning, scheduling, assigning, supervising and auditing the work of head custodians and custodians.
- (3) Knowledge in safe handling and appropriate use of all chemicals used in the course of custodial activities.
- (4) Ability to listen sincerely, define issues clearly, and facilitate resolution quickly.

**REPORTS TO AND EVALUATED BY:**

Custodial Services Manager

<b>JOB GOAL</b>
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**SUPERVISES:**

Site-based Head Custodians

**PERFORMANCE RESPONSIBILITIES:**

- (1)\* Use effective, positive interpersonal communication skills to help site-based custodians understand their mission, the needs and desires of their site administrator, and the expectations of the Custodial Services Manager.
- (2)\* Supervise and instruct custodians on proper cleaning strategies, use of janitorial supplies, and operation and maintenance of equipment.
- (3)\* Develop and execute detailed personnel work schedules for designated sites.
- (4)\* Perform cleanliness inspections of designated facilities on a rotating basis to ensure superior performance of custodial personnel in cooperation with site administrators.
- (5)\* Support district energy management initiatives as they relate to cleaning schedules and site shut-down protocols.
- (6) Work with Health Inspector during on-site inspections.
- (7) Ensure facilities required for special functions are adequately prepared per the direction of the Custodial Services Manager.
- (8) Manage landscaping projects at designated sites per the direction of the Custodial Services Manager.
- (9) Report absences, leave applications and hours worked for designated custodians to Custodial Services Manager.
- (10) Assist the Custodial Services Manager with annual performance evaluations of custodial personnel and make recommendations on employment action.
- (11) Assist with the training of all new custodians.

- (12) Maintain a current database of board-approved custodial substitutes and dispatch them to designated sites as required per policy set forth by Custodial Services Manager.
- (13) Report supply inventories and suggested reorder quantities for designated sites to Custodial Services Manager.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\* Essential Performance Responsibilities

**Job Description Supplement Code 8**

**SALARY LOCATOR: Support Personnel Salary Schedule 0**

**Job Class 06**

**EEO Line 44**