

**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

JOB GOAL

Materially support the Custodial Services Manager in his/her efforts to develop and lead a well-organized, well-motivated corps of custodians committed to a mission of maintaining clean, safe, welcoming facilities for the benefit of our students, our faculties and staff, and our community.

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