

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**CUSTODIAL SERVICES MANAGER 77013 (A)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Valid Florida Driver's License.
- (3) Five (5) 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 Custodial Services Assistant Managers, 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.
- (5) Working knowledge of the district procurement system, including placing purchase orders on the system, placing items out for bid, and managing district custodial supply inventories.

**REPORTS TO:**

Facilities Specialist (Maintenance) or Associate Superintendent of Support Services

<b>JOB GOAL</b>
-----------------

**SUPERVISES AND EVALUATES:**

Custodial Services Assistant Managers  
Site-based Head Custodians and Custodians  
Head Custodians (Grounds Keeping)  
Maintenance Workers (Grounds Keeping)

**PERFORMANCE RESPONSIBILITIES:**

- (1)\* Perform cleanliness inspections of all district facilities on a rotating basis to ensure superior performance of custodial personnel in cooperation with site administrators.
- (2)\* Meet with all site administrators on a rotating basis to ensure their custodial needs are being met and their suggestions for improved service are being heard.
- (3)\* Assist Custodial Services Assistant Managers in development and execution of detailed personnel work schedules for each site.
- (4)\* Support district energy management initiatives as they relate to cleaning schedules and site shut-down protocols.
- (5)\* Manage all procurement activities related to district custodial activities, ensuring total annual expenditures do not exceed allotted budget and evaluating cost savings opportunities as they are identified.
- (6)\* Schedule all grounds keeping activities.
- (7) File all reports as required, including warehouse requisitions, purchase orders, accident reports, daily work orders, leave of absence requests, etc.
- (8) Work with Health Inspector during on-site inspections.

- (9) Ensure all facilities required for special functions are adequately prepared in a timely fashion by maintaining a calendar of district functions.
- (10) Manage landscaping priorities across the district to ensure district facilities are as welcoming as possible given a limited budget.
- (11) Maintain a current database for all custodial employees which includes contact information, work location and work schedules.
- (12) Oversee hiring and training of new custodial staff as required and approved by the board.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 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 5**

**SALARY LOCATOR: Support Personnel Salary Schedule 1**

**Job Class 06**

**EEO Line 44**