



# WAVERLY

## COMMUNITY SCHOOLS

Pride. Tradition. Excellence.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Custodial Shift Supervisor

<b>Department:</b>	<b>Administration</b>
<b>Pay Range:</b>	<b>\$50,000 annual</b>
<b>Reports to:</b>	<b>Supervisor of Custodial Operations</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Calendar:</b>	<b>12 months per year</b>

### **JOB SUMMARY**

This position is responsible for the custodial staff; activities concerned with keeping the facilities open, clean and ready for daily use.

### **ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Performs scheduled inspections of custodial areas
- Assist Custodial Supervisor with training of new staff and continued training for existing staff
- Works with Custodial supervisor in establishing and maintaining inventory control
- Fills in for Grounds, Maintenance, and Custodial staff as needed

- Assist Maintenance and Custodial supervisors with annual list of equipment and supply needs
- Assist in facilitating Custodial staff meetings, including drafting agendas, and site safety meetings as needed
- Models and enforces established district and school policies, regulations and protocols
- Complies with applicable district, state, local and federal laws
- Punctual and regular attendance required. Regular shift will be 2<sup>nd</sup> shift but however may be required to modify shift.
- As required, occasionally work beyond the standard workday or week to complete necessary task and handle emergencies.
- Coordinates with Custodial and Maintenance Supervisors and arranges for equipment repairs.
- Ability to proficiently use the following programs MS Word, Excel, One Note, Email internet applications, and work order ticket program.
- Utilizes OperationsHero to process work order request and to assist in the performance of routine preventative maintenance and custodial task perform inspections.
- Assist in scheduling custodial event coverage
- Professionally represents the school and district in interactions with parents, community, staff, and students
- Assist the Custodial supervisor in developing and implementing custodial cleaning procedures, routines and training as necessary. Assessing the efficiency of department cleaning procedures and instituting new or revised procedures to increase efficiency, effectiveness, safety and best customer service practices.
- Assist with administrative task involving custodial staff including evaluation of staff.
- Other duties as assigned

*This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.*

### **REQUIRED QUALIFICATIONS:**

- Associate's degree or higher, preferred. Minimum: High school diploma or GED equivalent
- Minimum seven years of progressively responsible experience in custodial maintenance and supervision of custodial personnel, preferred.
- Must have demonstrated experience working independently; organizing and assigning tasks; enforcing safety procedures and awareness; making judgment decisions and meeting timelines. Must

have in-depth knowledge of District and Facilities operations, goals and objectives.

- Experience working with labor agreements, preferred
- Must have experience in operation and maintenance of a variety of custodial equipment, including commercial grade vacuums, shampooers, extractors, auto scrubbers, and burnishers/buffers.
- Demonstrated experience working independently, organizing, and assigning tasks, enforcing safety procedures and awareness, making judgement decisions, and meeting timelines.
- In depth knowledge of district and facility operations, goals, and objectives.
- Knowledge of industry standards and methods of cleaning
- Must have experience in operating and maintaining a variety of equipment including commercial vacuums, extractors, auto scrubbers, burnishers/buffers, zero turn mowers, and trimmers.
- Michigan Driver's license and ability to maintain insurability under the District's vehicle insurance policy.
- Possession of CPR/First Aid certificate desirable.

### **TRAVEL REQUIREMENTS**

- This position requires daily travel, for which staff must provide their own transportation.
- This position will work with staff, students and community members.

### **Knowledge, Skills and Abilities:**

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below 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.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or

noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors and outdoors.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

### ***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***