



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	Custodial Shift Supervisor 2025		
Location:	Waverly Community Schools	Start Date:	May 2025
Salary Range/ Level:	\$44,000 - \$52,000, based on experience	Terms of Employment	52 Weeks per Year
Date Posted:	April 22, 2025	Application Deadline:	May 11, 2025 @ 4 pm
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS REQUIRED. See application instructions at:</p> <p>Custodial Shift Supervisor 2025</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, Attn: Human Resources 515 Snow Rd., Lansing, MI 48917 (Include Job ID) 		

Job Description

Qualifications:

- Education and/or Experience: 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 within a labor agreement, 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.
- Certificates, Licenses, Registrations: Michigan Driver’s license and ability to maintain insurability under the District’s vehicle insurance policy. Possession of CPR/First Aid certificate desirable.
- 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
- Valid Michigan driver license and ability to maintain insurability under district vehicle insurance policy.
- Must have experience in operating and maintaining a variety of equipment including commercial vacuums, extractors, auto scrubbers, burnishers/buffers, zero turn mowers, and trimmers.

Performance Responsibilities:

- 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 2nd 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

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.

Working Conditions:

This position requires daily travel, for which staff must provide their own transportation. This position will interface 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.

Notice of Non-discrimination

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.