

**LaPorte Community School Corporation**  
**Job Description**

**Job Title:** Custodial Supervisor – 2<sup>nd</sup> and 3<sup>rd</sup> Shift  
**Reports To:** Head Custodian  
**Prepared Date:** January, 2000

**Essential Functions**

Requisitioning supplies and maintenance services.

Insures that supplies are properly and economically used and informs Head Custodian of the need to requisition supplies.

Supervise and assist in all cleaning.

Oversee arrangements for care of grounds.

Make necessary arrangements for facilities and personnel to accommodate special events.

Arrange personnel and schedule appropriate duties for each staff member.

Check all assignments on a regular basis and make necessary changes to insure optimum performance.

Make or supervise all minor repairs to building and equipment necessary for efficient operation of the building. Periodically check and service all fans, motors, mechanical equipment. Advise Head Custodian of any major or emergency repairs that need attention.

Responsible for flag display.

Check for fire and safety hazards. Correct and/or report to your supervisor.

See that all snow and ice is removed from entrances, walks, and steps.

Work in emergency areas where needed in the event school is dismissed due to inclement weather.

Take care of special requests from Principal as well as any emergency duties that may arise.

Responsible for the night operation of heating building and any and all mechanical machinery needed for the operation of the building.

Accept deliveries and relocate same to areas of destination.

Responsible for assisting evaluating the job performance of the second and third shift custodians.

Responsible for external appearance of building, including mowing, sweeping, graffiti removal, as well as paper/debris removal.

Inform proper individual (Principal, Director, Assistant Director) of any personnel problems that may arise.

Check building on Saturday, Sunday and holidays and other days when the building is unoccupied for security and heating operation.

Provide for proper building security

Assist students, teachers, and patrons in ways that would promote the educational process and enhance community relations.

Coordinate activities of personnel between shifts.

Perform other duties assisted by the Principal, Assistant Principal, Assistant Director and/or Director of Facilities.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

High school diploma or GED; three to six months of related experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to custodians and other employees for the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **Certificates, Licenses, Registrations**

N/A

## **Other Skills and Abilities**

Ability to operate all custodial cleaning equipment

## **Physical Demands**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving, mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the environment is usually moderate.

## **Terms of Employment**

Twelve-month position; salary and work year to be established by the Board of Trustees.