Job Title: Manager, Custodial Services

Wage/Hour Status: Non-Exempt

Reports to: Custodial/Warehouse Coordinator

Dept./School: M & O

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:

Oversee the daily operations of maintaining clean, sanitized, and healthy indoor facilities throughout all district buildings. Supervises all Lead Custodians. Train new employees the Eanes Custodial Standard Operations Procedures (SOP), as well as continual training to current employees. Must be fluent in English and Spanish.

Qualifications:

Education/Certification:

- High School Diploma and/or GED
- Valid Texas driver's license
- Bilingual written and spoken (English and Spanish), preferred

Special Knowledge/Skills:

- Knowledge of commercial facility custodial cleaning techniques
- Knowledge of K-12 custodial cleaning schedules
- Knowledge of the sage use of cleaning chemicals, cleaning machines, and cleaning equipment
- Ability to train and/or supervise the work of others
- Ability to develop effective cleaning methods, to organize cleaning schedules and to estimate work hours and plan work schedules
- Ability to communicate both oral and written
- Ability to develop knowledge of, respect for, and skills to engage with those of other cultures and backgrounds

Experience:

- Four years of experience in custodial services, which includes knowledge of cleaning procedures, equipment and supplies
- Two years of custodial supervisory experience, preferred

Major Responsibilities and Duties:

Supervisory and Management:

- Supervises and assigns work of daily cleaning, inventory, and monitoring cleaning levels
- Supervises and schedules group cleaning projects and programs
- Supervises the preparation of/or prepares estimates of work hours, materials and resources required
- Schedules and inspects completed work including building and equipment
- Confers with staff regarding job, workload and job priorities

- Inspects buildings and equipment and reports inspection findings to the supervisor. Documents and organize all findings digitally
- Coordinates work assignments with other supervisors to ensure efficiency and effective use of all resources
- Approves and initiates orders for materials and supplies from Warehouse Manager
- Daily evaluations of cleaning efficiencies including visiting with Lead Custodians to work to resolve employee conflicts
- May coordinate work of outside contractors and advise management on specifics of proposed or ongoing projects
- May participate in planning programs involving physical plant, grounds or service industries

Identify Safety:

- Ensure that staff follows established safety procedures and techniques to use and store cleaning chemicals
- Ensure that staff are using the appropriate Personal Protective Equipment (PPE)
- Ensure that dispensing equipment and cleaning equipment are in safe operating condition
- Ensure that staff follows established safety procedures and techniques to perform job duties, including lifting, climbing, chemical dispensing, disposal of contaminated materials, etc.
- Participates in training and safety programs
- Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately
- Coordinates with staff during emergencies as needed. Directs the work of staff and/or utilizes resources to affect repairs and ensure safety of students and staff
- Concerns, work orders, inventory supplies

Other:

- Maintain Confidentiality
- Other duties as assigned
- Follow district safety protocols and emergency procedures

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Reading; ability to communicate effectively (verbally and in writing)

Posture: Prolonged standing, kneeling/squatting, bending/stooping, pushing/pulling and twisting

Motion: Frequent walking

Lifting: Reaching and heavy lifting and carrying

Environment: Work in tiring and uncomfortable positions; inside and outside. Exposure to extreme temperatures. Frequent district travel.

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.