

Wentzville R-IV School District
Position Description
Locator: 4.01

Position Title: Assistant Director of Custodial Services

Reports To: Director of Custodial Services

SUMMARY

Maintains the physical school facilities in a condition of operating excellence, cleanliness, and safety for our students, staff and the public. Observes and directs the night custodial staff in accordance with the district and department standards.

QUALIFICATIONS/REQUIREMENTS

- Minimum of three years custodial services experience.
- Ability to read and interpret documents such as safety, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with groups of customers or employees.
- Demonstrate a superior knowledge of all phases of custodial services and equipment.
- Computer knowledge including the use of word processing and spreadsheets.
- Safe Driving Record. Must be maintained for the duration of assignment
- Experience in administrative or supervisory capacity is desirable.

ESSENTIAL JOB DUTIES

- Assists the Director of Custodial Services in administering procedures for the regular, ongoing custodial care of all school and office facilities of the district.
- Assists in the recruiting and screening of applicants.
- Assists in the assignment, scheduling, and supervision of all custodial staff employees.
- Visits each building during the night shift at least once each week to determine that department standards for cleanliness and safety are maintained.
- Assists with developing training programs for new employees, existing employees and substitutes.
- Monitors the custodial supplies and equipment to be used and accounts for the appropriate inventory.
- Monitors the work schedules of each individual building.
- Assists in establishing and supervising summer cleaning programs and schedules.
- Provides input to the Director of Facilities in establishing maintenance needs and guidelines.
- Immediately notifies the Director of Custodial Services of any unsafe conditions.
- Assists the Director of Custodial Services in the administration of department budget and purchasing of supplies and equipment.

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- Works cooperatively with employees, students and the public.
- Assists with operation and care of all district equipment and facilities.
- Assumes Director's responsibilities during evening and weekend hours.
- Assists the building supervisor, director and principal with employee issues.
- Coordinates the scheduling of substitutes for night shift vacancies.
- Maintains office and employee records as required.

OTHERS DUTIES AND RESPONSIBILITIES

Performs other duties as assigned.

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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.