



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Custodian Coordinator
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Maintain a quality and efficient custodial and cleaning program in order to ensure the safe and effective operation of the assigned school building.
- REPORTS TO:** Director of Buildings and Grounds/Building Principal
- QUALIFICATIONS:** Working knowledge of methods, materials and equipment used in maintaining the cleanliness of a commercial building or facility. Interpersonal skills necessary to operate in a facility of students and staff. Basic computer and social media operation skills. High School diploma. Ability to lift up to fifty pounds in a general work setting.
- PRIMARY DUTIES:**
- Plan, coordinate, and assign daily and weekly work schedules of other Custodians in the assigned building
  - Collaborate with Director of Buildings and Grounds and Building Principal to ensure an adequate custodial, cleaning, and grounds maintenance program for the school
  - Coordinate with Director of Buildings and Grounds and Building Principal to ensure readiness for day-to-day activities and special events
  - Complete daily cleaning and custodial activities, as directed by Director of Buildings and Grounds and Building Principal
  - Complete maintenance and repair activities on a scheduled and as-needed basis, such as repairing small equipment, changing air filters, etc.
  - Maintain knowledge of cleaning supply safe practices and manuals
  - Maintain an appropriate inventory of required supplies, ordering as needed
  - Maintain a positive attitude to meet the custodial needs and expectations of building staff
  - Assist as needed at other buildings to complete work during times of special projects or personnel absences

- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED: May 2020