

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 4.02**

**Position Title:** Custodial Building Supervisor  
**Reports To:** Director of Custodial Services

**SUMMARY**

Coordinates all custodial activities within the assigned building. The Custodial Building Supervisor will also participate fully in regular custodial responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

The Custodial Building Supervisor shall have earned a high school diploma or its equivalent. The Custodial Building Supervisor shall possess knowledge of custodial technology and custodial equipment and shall demonstrate an aptitude for successful performance of the tasks required.

**ESSENTIAL JOB DUTIES**

- Performs all duties required of custodial employees with a modified work schedule to provide time for Building Supervisor duties.
- Confers with the Principal daily before beginning work for special Instructions for the evening shift and adjusts work schedules to meet these needs.
- Informs the Principal of any problems resulting from night activities in the building.
- Acts as liaison between the building administrators and custodial staff and also between the day shift and evening shift.
- Informs the Principal of any needed repairs or operational problems within the building.
- Performs quality control inspections bi-weekly of custodial personnel in coordination with the Director of Custodial Services.
- Is responsible for securing the building at the end of each shift.
- Is responsible for the equipment used by the custodial staff. Periodically checks all equipment to insure that it is being properly maintained. Reports any mechanical problems to the Principal or Director of Custodial Services.
- Assigns tasks and supervises the performance of temporary employees. Immediately reports any problems to the Director of Custodial Services.
- Receives, signs for and stores custodial, food service and building supplies delivered during summer months.
- Maintains a neat, clean personal appearance and sets a good example for the custodial staff.
- Meets with the Principal and the Director of Custodial Services to determine summer cleaning needs and delegates and assigns tasks needed to accomplish the goals agreed upon.
- Assumes overall coordination of all custodial activities within assigned building.
- Reports any employee problems to the Principal and/or the Director of Custodial

Services.

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director of Custodial Services, or the Chief Financial Officer.

**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 reach 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 position will be evaluated annually in accordance with District Policy on evaluation of support staff personnel.