



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Custodial Zone Supervisor
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Facilities Manager and/or Designee

**Position Summary:**

The Custodial Zone Supervisor will be responsible for all custodial services for a zone of creating a clean, safe and welcoming environment.

**Essential Functions:**

- Work with the Principals and custodial crew to guarantee the cleanliness of assigned buildings and grounds
- Maintain, review and update work schedules as needed
- Make recommendations to the Facilities Manager regarding staffing schedules and issues
- Assists with the hiring process
- Perform initial orientation/training, assessment of development and follow up training
- Implement the annual training schedule addressing safety and technical skills enhancement
- Maintain training records for all employees under their direction
- Monitor employee work performance annually through a performance review for assigned employees
- Provide training, coaching and corrective action plan as needed for performance issues
- Assist in maintaining attendance records and verifies timesheets prior to submission for approval
- Work with other Zone Supervisors to provide supervisory coverage for areas of responsibility as needed.
- Will require working day or evening shifts as assigned
- Work to provide custodial services within the budgetary parameters of the department
- Demonstrate flexibility to adapt to diverse situations and utilize critical thinking to provide solutions in resolving potential problems
- Manages supplies at each location including monitoring levels, placing replenishment orders and managing efficient use of supplies at each location
- Act as a resource person for cleaning floors, walls, furniture and other building furnishings
- Act as a resource person for the operation and maintenance of cleaning equipment
- Monitor set-ups for events in the facilities
- Monitor the policing and maintenance of grounds. i.e. snow removal
- Monitor the closing of the buildings and deactivation of the alarms as needed
- Perform buildings inspections to monitor performance and quality
- Provide the Facilities Manager with completed building inspections
- Performs all other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of a wide variety of custodial processes along with experience in supervising and developing custodial employees



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- Able to coach staff members on safe and efficient work processes and proper use of equipment and chemicals
- Experience with hard surface floor care and carpet care and understanding of chemicals used in cleaning processes
- Ability to manage in a diverse environment with focus on customer service
- Able to respond effectively to changing demands and has strong organization and time management skills
- Excellent communication skills
- Reliable and has excellent attendance record
- Proficient with MS Office applications

**Experience:**

- Multi-site or K-12 custodial management experience (preferred)
- Two to three years of custodial supervisory experience

**Education:**

- High School Diploma or Equivalent (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date



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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***