**Building Level Custodial Coordinator**

**PRIMARY PURPOSE:**

The Building Custodial Coordinator will be responsible for maintaining school custodial operations to ensure district cleaning and maintenance standards are followed, and that there is proper communication between the community, instructional staff and the custodial department. The coordinator will supervise, assign duties, coordinate the activities of that building’s custodial staff, and perform custodial functions as assigned.

**REPORTS TO:** Manager of Custodial Services

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for directing, training, and evaluating all building custodial employees so as to maintain cleaning standards and guidelines established by the District.

2. Responsible for recommending employees for hire, transfer, suspension, discharge, assign, reward or discipline.

1. Responsible for monitoring, storing, dispensing and inventorying of on-site custodial equipment and supplies, ensuring proper worker safety and efficiency. Will make/and or coordinate repairs of equipment with custodial office as needed.
2. Will communicate with the community, administration and instructional staff to ensure smooth operation of the facility and positive community relationship.
3. Responsible for the operation of building security systems and energy use and will deploy appropriate personnel for emergency repairs.
4. Will coordinate and set up for activities in connection with the requested evening use of high school facilities, including staff scheduling, equipment needs and opening and securing buildings.
5. Will work with Manager of Maintenance and Grounds to make sure proper maintenance and appearance of the grounds are acceptable.
6. Will be required to set up areas for use or perform any and all custodial duties as situations arise.
7. Will perform custodial duties in assigned area and direct and help others during absences.
8. Will plan, direct and evaluate all weekend, overtime custodial work.
9. Responsible to obtain a Michigan Department of Agriculture commercial pesticide application with swimming pool certificate.

**GENERAL:**

It is required that this individual has and maintains current knowledge in the field of custodial operations and experience in a leadership position. This person must possess good communication skills, be dependable, have computer skills and display the ability to work effectively with district staff and members of the community. Must be resourceful and demonstrate initiative in performing this function.