



TRI-COUNTY SCHOOL CORPORATION

Updated 7/13/2015
Revised 5/8/2023

Job purpose statement:

The Tri-County custodial director supports the educational process by assisting the Superintendent and building-level administrators in the custodial operation of the corporation. The primary emphasis in the position is supervising the custodial staff in cleaning, maintaining, and servicing all of the corporation's facilities.

Position Title: *Custodial Director*

Qualifications:

*A minimum requirement for a high school diploma
Previous custodial experience preferred*

Desired Skills: *Strong communication skills, leadership skills, strong work ethic, physical strength, friendly, ability to adapt*

Supervises: *Full and part-time custodial staff at Tri-County Primary, Tri-County Intermediate, and Tri-County Jr/Sr. High School.*

Key Performance Responsibilities

- *Assign, supervise, and coordinate the work schedules work of the entire custodial staff.*
- *Prepare and monitor custodial staff master schedule for summer hours.*
- *Train the custodial staff in the proper method of cleaning and sanitation.*
- *Maintain custodial budget; Check price comparisons for needed custodial supplies, order and keep in budget.*
- *Establish appropriate and positive communication strategies within the department.*
- *Investigate complaints and take steps to correct the problem.*
- *Assist in the recruitment and employment of custodial staff.*
- *Conduct annual evaluations of custodial staff.*
- *Assists with the preparation of special events.*
- *Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies.*

- *Routinely inspects all custodial work areas and addresses any concerns or complaints.*
- *Discuss custodial staff concerns with the building-level administrator.*
- *Ensure that policies are carried out per instructions.*
- *Perform other duties as assigned by the Superintendent.*