

# CLARKSVILLE COMMUNITY SCHOOL CORPORATION

## Notice of Vacancy

### Assistant to the Facilities Director/Custodial Supervisor \*2<sup>nd</sup> Shift Position

#### **Minimum Qualifications/Requirements:**

- High school diploma or equivalent.
- The Custodial Supervisor serves as the head custodian and will demonstrate the ability to work with people in a supervisory position.
- Oversees the cleaning process of all corporation-owned facilities.
- Have experience and knowledge of custodian equipment, cleaning chemicals and procedures for floor and carpet care.
- Performs various maintenance tasks in the Corporation.
- Must be available via phone for after hours or before shift calls and must have transportation

#### **Essential Functions:**

- Recruits and secures substitute custodians, makes employment recommendations, and organizes summer work force. Fills in to work when and where needed. Works with Director of Operations and Maintenance to provide regular and accurate evaluation of employees under his/her direction.
- Supervises all custodians, including day shift. Takes attendance and distributes payroll.
- Documents problems associated with custodial staff members and conducts individual conferences as needed. Presents documentation for the personnel folder to the Director of Facilities and Operations.
- Organizes personnel and materials for special projects/events. May include moving equipment, books, furniture, supplies, etc.
- Organizes, supervises, and assists with set up for athletic contests, particularly football and basketball. Responsible for cleanup after events are finished.
- Cleans athletic building as needed.
- Has a working knowledge of security systems in each building.
- Checks e-mail and mailbox daily for communication.
- Sends requests for ordering of supplies and equipment to operations and maintenance director.
- Distributes janitorial supplies and school supplies to buildings.
- Must be able to lift heavy objects within reason and to operate a forklift.
- Keeps custodial side of maintenance building organized, safe, and clean.
- Oversees basic painting projects throughout the corporation.
- Picks up trash and empties trash containers (located on school grounds) on regular basis or as needed.

- Promotes and encourages energy conservation and on-the-job safety. Trains staff in custodial techniques to provide safe and clean facilities. Attends conferences as requested.
- For the efficient operation of the system, may be requested to perform a variety of duties with respect to the skills and training needed for this position.
- Performs special assignments and other duties as assigned by the principal and facilities director.

Salary: \$19.00 per hour - negotiable with years of experience

Applications should be turned in to Jennifer Bishop, Administrative Assistant to the Superintendent/School Board: [jbishop@clarksvilleschools.org](mailto:jbishop@clarksvilleschools.org).

Application can be found online at: [clarksvilleschools.org](http://clarksvilleschools.org)

Date: **August 22, 2022**

*It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act)*