

Custodial Services Facilitator

Southeast Fountain School Corporation has an opening for the Custodial Services Facilitator. The position will remain open until it is filled.

Job Description

Supervisory responsibilities include:

- a. Supervision of lead custodians in their respective work areas.
- b. Evaluation of lead custodian performance.
- c. Monitoring of custodian attendance.
- d. Development of work assignments and schedules for all district custodians.
- e. Arrangement of substitute custodians as needed.

- Maintain supplies in storage areas.
- Maintain a monthly supply and equipment inventory.
- Submit supply and equipment orders.
- Inspect all facilities daily for maintenance needs and submit work requests for those needs.
- Check custodial equipment daily for maintenance needs.
- Collaborate with lead custodians, principals, and teachers to set up for activities and special events.
- Gain approval from the Central Office prior to assignment of additional hours for custodial staff members.
- Dust and mops floors.
- Vacuum carpets.
- Cleans restrooms and restocks paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles and bags trash for proper disposal.
- May change light bulbs, as needed.
- Lock doors after cleaning areas.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Responsible for maintenance of landscaping and weed removal at the high school, elementary school, and administration building.
- May oversee and/or assist with snow removal activities.
- Performs miscellaneous job-related duties, as assigned.

Job Requirements

- Ability to understand and follow safety procedures.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to understand verbal instructions.
- Ability to use hand and power tools applicable to trade.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to lift and manipulate heavy objects.
- Ability to understand written and verbal communications.

Job Qualifications

- Education: Equivalent to high school diploma
- Three (3) years' experience in custodial services
- Supervisory experience preferred

Contact Information

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Application Instructions

- Submit letter of interest, job qualifications, and 3 letters of recommendation via email to: grimest@sefschools.org

Dr. Tania Grimes, Superintendent

August 27, 2021