



CUSTODIAL SUPERVISOR

REPORTS TO:

Manager of Buildings and Grounds

JOB GOAL:

The Custodial Supervisor is responsible for overseeing custodial operations across all TUPS facilities. This role will focus on supervision, coaching, evaluation, training, and implementing preventative maintenance measures to ensure a clean, safe, and efficient learning environment. It requires flexibility in working hours to address emergencies or special events that may occur outside regular school hours.

RESPONSIBILITIES:

1. Directly supervise custodial staff, including scheduling overtime, monitoring attendance, and adjusting workloads to accommodate absences or special projects.
2. Conduct regular inspections of facilities to ensure cleanliness meets district standards and address deficiencies promptly.
3. Ensure district policies and safety regulations among custodial staff.
4. Provide ongoing coaching to Custodians to enhance performance and productivity.
5. Evaluate employee performance through formal reviews and recommend retention or disciplinary actions as needed.
6. Develop and deliver training programs on cleaning methods, equipment usage, chemical safety, and preventative maintenance techniques.
7. Ensure custodial staff remain updated on new cleaning technologies and district protocols.
8. Establish preventative maintenance schedules for equipment and facilities to minimize downtime and repair costs.
9. Collaborate with maintenance teams to report and resolve facility issues promptly.
10. Maintain accurate employee attendance records, supply inventory, and equipment maintenance logs.
11. Assist in hiring processes by participating in interviews and recommending candidates for employment.
12. Perform duties as assigned by the Manager of Buildings and Grounds.



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QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Minimum of four years of custodial experience, including two years in a supervisory role.
3. Strong leadership, communication, and organizational skills.
4. Knowledge of cleaning procedures, equipment operation, chemical handling, and safety protocols.
5. Ability to manage diverse teams effectively in a unionized environment.
6. Required criminal history background check and eligibility to work in the United States.
7. All applicants must meet NJ Residency requirements as per “New Jersey First Act”, N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
8. Must be able to perform the essential functions of the position satisfactorily; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT:

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment, which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Strength: Ability to lift and carry objects weighing up to 50 pounds regularly and occasionally up to 150 pounds with assistance. Perform heavy physical labor for sustained periods, including moving furniture, equipment, and supplies.

Mobility and Flexibility: Frequent bending, twisting, stooping, crouching, kneeling, crawling, and climbing to access various areas or complete tasks. Ability to stand and walk for extended periods, often up to 8 hours per day, while inspecting facilities or supervising staff.

Manual Dexterity and Coordination: Normal hand-eye coordination and manual dexterity to operate cleaning equipment such as vacuums, buffers, scrubbers, and waxing machines. Ability to grasp, handle, push, pull, and manipulate tools and materials effectively.



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Visual and Auditory Requirements: Corrected vision sufficient to inspect cleanliness and identify maintenance needs accurately. Hearing at normal speaking levels to communicate effectively with staff and respond to emergencies (can be corrected).

Environmental Adaptability: Capability to work in various conditions, including exposure to cleaning chemicals, hazardous substances, high noise levels, (requiring hearing protection), and outdoor weather conditions as needed.

TERM OF EMPLOYMENT:

Twelve-month work year

SALARY RANGE:

Unaffiliated/ Based on background, training and experience.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: