

Job Description

Job Title: Area Custodial Supervisor

Supervisor: Supervisor of Custodial Services

Pay Grade: 31

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for planning, organizing, supervising, and evaluating custodial services employees for all assigned district sites on various work shifts; functionally supervises, oversees and monitors custodial services operations and is jointly responsible with the site administrators for direct supervision of school site custodial staff; supervises and assist with training programs for custodial staff; reviews custodial work performance through meetings, building inspections, and analysis of records. Duties are carried out independently within the framework of established NNPS policies, procedures, and guidelines to ensure a clean, healthy, and safe environment for students, staff, and visitors.

Essential Duties

1. Ensures that all building-based custodians are present on a daily basis at the approved staffing level, approving and keeping appropriate records of leaves and absences.
2. Inspects assigned buildings for cleanliness and maintenance issues, ensuring that the school-based staff is aware and acting as needed or appropriate.
3. Provides leadership and coaches staff to develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals, and core values; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, trains, organizes, supervises, and evaluates the work of custodial services staff; with other district staff, participates in establishing operational plans and initiatives to meet custodial services goals and objectives; develops and implements custodial work plans, work programs, required to optimize custodial efficiency and effectiveness following standard operating procedures; monitors performance against the annual department budget.
5. Consults with the building administrators on a regular basis to ascertain satisfaction with services provided or to address problems with the building-based custodial staff.
6. Acts in the place of the building administrator after regular business hours relative to worker safety and accidents, reacting to, providing interim assistance and follow-up in Workman Compensation related issues.
7. Opens and closes buildings on an as-needed basis, interacting with the contracted alarm monitoring service or the Maintenance Department on an around the clock basis.
8. Coordinates and assigns substitute or relief personnel to cover vacant positions due to vacation, illnesses, or other absences.
9. Prepares and maintains a variety of records and reports, including schedules, assignments, inventories, as they relate to custodial services operations
10. Operates a computer with modern software, including Microsoft Word, spreadsheets, and industry-best software programs
11. Communicates with vendors or others to research, test, and evaluate products, equipment, and techniques; selects supplies, equipment, and other operational materials as they relate to custodial operations.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Custodial Services, Plant Services or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications

Must possess a high school diploma or GED. The successful applicant must also have a minimum of 10 years experience in all aspects of custodial services including 5 years supervision of subordinate staff a requirement. Industry certifications by CMI or ISSA are desirable. Must possess a valid Virginia Driver’s License with a good driving record. Minimum Microsoft skills.

Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 75 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in inside and outside. The noise level in the work environment is usually mild to moderate.

Supervision Exercised: School-Based Lead Custodians

Supervision Received: Supervisor of Custodial Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Area Custodial Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Custodial Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print) Signature Date

Revised 05/2025 LS
Updated 3/2026