



# Lawrence Township Public Schools

## Employment Application

Openings as of 10/16/2018

### *Supervisor of Custodians*

**JobID: 3266**

**Position Type:**

Facilities/Supervisor of Custodians

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**Date Posted:**

10/16/2018

**Location:**

District Wide

**Date Available:**

December 2018

**Closing Date:**

10/26/2018

**QUALIFICATIONS:**

- o Ability to read and write reports and memos; speak clearly & effectively in English
- o Possess and maintain a valid driver's license
- o Ability to lead and motivate people
- o A minimum of 3 years' experience in personnel supervision
- o A minimum of 3 years' experience in custodial management
- o Possess and maintain a boiler license for the district
- o Obtain upon request Integrated Pest Management certificate; CPO, or CEFM
- o Computer proficiency in Word, Excel, School Dude, etc.

**RESPONSIBILITIES: (including but not limited to)**

- o Evaluate each building once a month on Memento Database and generate a report to ensure a healthy, safe, and clean environment
- o Supervise custodial staff, head custodians and contracted custodial services
- o Assist in the evaluation of all custodial personnel
- o Outline and direct the daily work schedules for all custodial personnel
- o Plan and implement educational training programs for custodial personnel
- o Develop a schedule of cleaning duties for district facilities and monitor its implementation at each facility.
- o Ability to set or assist in the development and implementation of a yearly departmental budget
- o Perform inventory control to supplies and equipment on an ongoing basis
- o Responsible to conduct repairs of, or call for repairs, of all custodial equipment
- o Call subs for custodial replacement
- o Set facility coverage for weekend and holiday use

This is a flexible shift position; hours of operation to be discussed at the time of interview.  
Minimum of 2 nights a week and 1 Saturday a month

**Salary:** Commensurate with experience

**PREVIOUS APPLICANTS NEED NOT TO REAPPLY**

**Application Procedure:**

Apply Online [www.ltps.org](http://www.ltps.org)