

Killeen Independent School District Job Description

Job Title: Cleaning Services Specialist
Reports To: Director for Maintenance and Operations
FLSA Status: Exempt

SUMMARY

DIRECTS district cleaning program to ensure clean, orderly, and attractive conditions of all schools and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- DIRECTS and supervises the cleaning and maintaining of all assigned facilities.
- Supervises the Zone Foremen in the execution of their duties.
- Inspects assigned facilities for cleanliness.
- Oversees the interviewing and selection of all potential employees as required.
- Coordinates the placement of new hires to fill vacancies.
- Monitors and approves time worked and time off for all assigned personnel.
- Initiates and maintains operating budget for cleaning supplies, personnel, equipment replacement, new equipment, and overtime.
- Visits campuses routinely to audit cleaning staff timekeeping accuracy and overtime requests.
- Reviews new cleaning techniques and stays informed of new janitorial machines and developments.
- Establishes housekeeping and quality cleaning procedures.
- Acts as liaison, and assumes responsibility for cleanliness, to all principals and administrators.
- Prepares periodic reports for the Director for Maintenance and Operations relating to functions.
- Responds to all inquiries concerning unemployment and job-related references.
- Monitors the amount of custodial supplies that are stored in the warehouse and ensures each site maintains adequate cleaning supply inventories in place.
- Purchases items that are not stocked in the warehouse.
- Maintains accountability of cleaning equipment for all assigned facilities.
- Conducts in-service training for all personnel quarterly.

Ensures that staff is trained in the proper use of cleaning chemicals and equipment and has received all required hazard communications and other mandated training.

Ensures that all staff is trained in and applies proper cleaning techniques.

Responds to after-hours emergency calls as necessary.

Reacts to all personnel problems after the normal working day, to include employee disputes, and disruptive actions.

Ensures Zone Foremen are performing counseling and maintaining written disciplinary documentation.

Ensures Zone Foremen identify equipment maintenance needs.

Ensures Zone Foremen identify facility maintenance needs and reports them on work orders.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages cleaning staff. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree, preferred; three or more years related experience; and three or more years supervisory experience preferably in a public-school environment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.