



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

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**Job Title:** Director of Custodial Services

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Director of Custodial Services maintains school buildings in top cleanliness condition. The goal of the Director of Custodial Services is to enhance the educational program by maintaining clean, healthful, and safe physical facilities. To accomplish these tasks, the Director of Custodial Services must work closely with the staff and administration of USD 469.

**Qualifications:**

- Bachelor's Degree (preferred) or minimum five years successful experience in Custodial Management.
- Minimum three years successful experience with management of people including interviewing, scheduling, training, & evaluating custodial staff.
- Minimum three years success experience with custodial programs, services, equipment, chemicals, and cleaning techniques.

**Duties and Requirements:**

- Assists in ensuring all facilities (schools, auxiliary, and ancillary) within the designated area of responsibility are cleaned and well maintained.
- Develop and maintain the checklists for daily, weekly, and annual cleanings throughout the district.
- Conducts routine custodial and sanitation inspections of assigned schools following established procedures.
- Responds to emergencies to assist in clean-up of school centers, as needed.
- Evaluates new or existing custodial programs, chemicals, and equipment.
- Provides training and assistance of custodians in cleaning techniques and equipment use, as needed.
- Monitors, demonstrates, and supports safe working practices and safety programs.
- Make recommendations for ordering district custodial supplies. Prepare tentative operating budget on an annual basis and prepare cost estimates for various custodial projects and equipment for both the short and long term (five years).
- Maintain an annually updated equipment and supplies inventory.
- Recommend employment and annually evaluate custodial personnel.
- Conduct periodic meetings with subordinate staff (at least 2 times per year) to review operational and safety guidelines and solicit recommendations from staff
- Prepares monthly Director of Custodial Services Report for BOE to be shared via Board Docs during each regular board meeting.
- Confer with the superintendent at least once per month to advise and update central office on matters relating to custodial operations and management.

- Meet with the superintendent yearly for an annual evaluation.
- Oversee the completion of custodial work orders in a timely manner.
- Keep abreast of new information, innovative ideas, and techniques.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Be responsible for other duties as delegated by the superintendent, assistant superintendent, and board of education.
- Perform other related duties as assigned.

**Physical Requirements / Environmental Conditions:**

- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Must be able to perform manual tasks requiring moderate physical strength, to include lifting and handling objects up to 50 pounds in weight.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.

*The district reserves the right to modify job duties or job descriptions at any time.*

**USD 469 Board of Education Policies**

**Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.