

**BARNSTEAD SCHOOL DISTRICT
Custodial Night Supervisor**

TITLE: Custodial Night Supervisor

QUALIFICATIONS:

- High School diploma or equivalent
- Two or more years of experience in custodial or related field.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- General Maintenance and repairs expected.

REPORTS TO: Director of Maintenance & Facilities

TERMS OF EMPLOYMENT: Annual salary to be established by the Board. Category I.
This assignment is in conjunction with regular custodial responsibilities.

EVALUATION: Annual performance evaluation by Director of Maintenance & Facilities.

SUPERVISES: Custodial Staff in the absence of Director of Maintenance & Facilities.

PERFORMANCE RESPONSIBILITIES:

- Provides supervision of evening custodial personnel to include training of new personnel and assignment of tasks.
- Reports any concerns relative to performance of custodial staff to the Director of Maintenance & Facilities.
- Checks to insure that all exit doors are secured and all panic bolts are working properly after the close of school.
- Reports major repairs needed promptly to the Director of Maintenance & Facilities.
- In the absence of the Director of Maintenance & Facilities, reports immediately to the Principal or Barnstead Police Department any damage to school property.
- Responsible for the closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off, to include setting alarm system.
- Moves furniture or equipment within building as required for various activities and as directed by the Director of Maintenance & Facilities.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- All duties and responsibilities as defined under Policy GDA-C.

(Approved: 05/21/02)

(Amended: 09/27/05)

(Amended and First Reading: 03/14/13)

(Approved/Final/Adopted: 03/26/13)