

SUPERVISION OF CUSTODIAL SERVICE EMPLOYEES

- I. The selection, supervision, and payroll of school-based custodial employees is the responsibility of the school principal.
- II. The principal has supervisory responsibility for the operation and appearance of the school facility. Accordingly, the principal has supervisory responsibility for the custodial services provided at the school facility. All school-based custodial personnel, including head custodian and/or building manager, are responsible to the principal, as outlined below.
 - A. The principal will:
 1. Advertise school-based vacancies and will select custodial personnel in a manner consistent with existing Human Resources Division procedures for support staff personnel.
 2. Supervise the conduct of custodial personnel as it relates to students, other personnel, parents, and the scheduling and completion of custodial assignments at the work site.
 3. Evaluate school -based custodial personnel and inspect their work performance.
 4. Inspect facility for safety and health as well as early identification and correction of dangerous equipment or conditions.
 5. Prepare and administer disciplinary documentation when needed consistent with District regulations and the negotiated agreement.
 6. Order and maintain custodial supplies and equipment inventory.
 7. Assign other custodial duties to the custodial staff as may be required.
 8. Complete payroll records and approve leave requests for all school-based custodial personnel.
 9. Request substitutes/floater custodians from the Operations Department, as necessary.

- B. The head custodian or building manager of a school facility will be responsible for the immediate supervision of school-based custodial personnel assigned to the work site and will provide input on the performance evaluations of custodial employees assigned to their respective work site.
- III. The Operations Department has supervisory responsibility for the operation and appearance of all non-school-based facilities and has supervisory responsibility for the custodial services provided at non-school-based facilities.
- A. Non-school-based custodians are defined as:
 - 1. Custodians assigned to a non-school-based facility work site.
 - 2. Substitute/floater custodians.
 - B. At non-school-based facilities the Operations Department will:
 - 1. Submit a requisition to the Human Resources Division to fill non-school-based vacancies and select custodial personnel in a manner consistent with existing Human Resources Division procedures.
 - 2. Supervise the conduct of non-school-based custodial personnel as it relates to other personnel and the completion of custodial assignments at the work site.
 - 3. Complete payroll records and approve leave requests for all non-school-based custodial personnel.
 - 4. Evaluate non-school-based custodial personnel.
 - 5. Inspect for safety and health as well as early identification and correction of dangerous equipment or conditions.
 - 6. Prepare and administer disciplinary documentation when needed consistent with District regulations and the negotiated agreement.
 - 7. Order and maintain custodial supplies, chemicals, and equipment.

8. Assign other custodial duties to the custodial staff as may be required.

C. The head custodian or building manager of a non-school-based facility will be responsible for the immediate supervision of custodial personnel assigned to the work site and will provide input on the performance evaluations of custodial employees assigned to their respective work site.

IV. The Operations Department shall provide various forms of support to all District facilities.

A. At all District facilities, the Operations Department will:

1. Recommend staffing levels, methods of work, and supplies and equipment to be used for custodial services at all District facilities based on nationally recognized standards and District policies and regulations.
2. Assign substitute custodians to school facilities upon request and to non-school-based facilities, as needed.
3. Schedule and apply pesticides as needed consistent with District procedures or Integrated Pest Management (IPM) where applicable at all District facilities.
4. Upon request, schedule carpet extraction and other floor care needs.
5. Establish standards of custodial equipment, chemicals, and supplies.
6. Coordinate the assignment of dumpsters and drop boxes and trash removal.
7. Provide training for custodial new hires and existing custodial personnel in all areas of custodial responsibilities.

See CCSD Regulation 4211, "Supervision of Custodial Service Employees."

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