

SUPERVISION OF CUSTODIAL SERVICE EMPLOYEES

- I. The supervision of custodial employees will be the responsibility of the school principal.
- II. The principal has supervisory responsibility for the operation and appearance of the facility. Accordingly, the principal has supervisory responsibility for the custodial services provided at a facility. Custodial personnel are responsible to both the principal and the region office, as outlined below.
 - A. The designated custodial supervisor in the region will:
 1. Assist and/or monitor the supervision of site-based custodial personnel, with emphasis on night shift personnel.
 2. Assist and/or monitor the inspection of the facility.
 3. Assist and/or monitor the evaluation of site-based custodial personnel, with emphasis on night shift personnel.
 4. Assist and/or monitor the disciplinary process according to regulations and the contract agreement.
 5. Assist school sites and regions to work with district departmental personnel.
 - B. The principal will:
 1. Advertise vacancies and will select custodial personnel in a manner consistent with existing Human Resources Division procedures.
 2. Supervise the conduct of custodial personnel as it relates to students, other personnel, parents, and the completion of custodial assignments at the work site.
 3. Evaluate site-based custodial personnel.
 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 contract agreement.
 6. Maintain a custodial equipment inventory.
 7. Assign other custodial duties to the custodial staff as may be required.
- C. The head custodian supervisor of a 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.

The Operations Department will:

1. Complete payroll records and approve vacation and other leave requests for all custodial personnel. Substitutes will be requested as needed through the Operations Department.
2. Provide training for new hires and existing custodial personnel in all areas of custodial responsibilities.
3. Perform time and motion studies and prepare work schedules.
4. Determine staffing needs, methods of work, and supplies and equipment to be used for custodial services at all district facilities.
5. Schedule and apply pesticides as needed consistent with district procedures or Integrated Pest Management (IPM) where applicable.
6. Upon request, schedule carpet extraction and other floor care needs.
7. Establish standards of custodial equipment and supplies.
8. Purchase and replace custodial equipment as needed when funding is available.
9. Maintain custodial equipment inventory district wide.
10. Coordinate the assignment of dumpsters and drop boxes and trash removal at all district facilities with Republic Services of Southern Nevada.
11. Upon the request of the region superintendent or the principal, assist with the evaluation and documentation process.

12. Share responsibility with the designated site administrator for the selection and supervision of custodial staff assigned to administrative facilities and other facilities not assigned to a region.

Review Responsibility: Human Resources Division
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