

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

POSTING DATE: September 29, 2025

JOB POSTING

POSITION: **Custodial Supervisor**

DEPARTMENT: Custodial Department

POSTING DATES: September 29, 2025 until filled

SALARY: \$55,000

BENEFITS: Medical Benefits including dental, vision, life insurance and LTD.

WORK YEAR: 260 days per year

HOURS: 2:00 p.m. – 10:30 p.m. - primary hours
(some weekend responsibilities as needed)

QUALIFICATIONS: High School diploma or GED, prior management preferred, valid driver's license, ability to communicate effectively and apply conflict resolution. Must have a highly developed sense of integrity and meet all attendance and dependability requirements.

RESPONSIBILITIES: The Custodial Supervisor performs responsible supervisory work involving the assignment and direct supervision of custodial employees in maintaining the cleanliness and sanitation of district facilities. The custodial Supervisor is also responsible for the training of new and current employees.

POSITION AVAILABLE: For immediate hire.

Those who are interested please send letter of application and resume to:

Matt Marino, Director of Operations
Hartland Consolidated Schools
9525 East Highland Road
Howell, MI 48843
810-626-2185
mattmarino@hartlandschools.us

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

JOB DESCRIPTION – Custodial Supervisor

REPORTS TO: Director of Operations

SUMMARY:

The Custodial Supervisor performs responsible supervisory work involving the assignment and direct supervisor of custodial employees in maintaining the cleanliness and sanitation of district facilities.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree
- 2 to 5 years' experience in people management
- Experience in training staff in proper procedures & techniques (preferred)
- Experience in custodial services (preferred but not required)
- Proficient use of computers including knowledge and use of Microsoft Office products and email systems.
- Must possess excellent written and verbal communication skills and proven organizational skills
- Ability to handle many job responsibilities and prioritize duties
- Must be detail oriented to identify and resolve issues)
- Experience working with many different groups of people and general public.
- Good driving skills and driving record as this position requires travel to multiple sites in the same day.
- Strong customer service, communication, and team building skills in a fast-paced work environment.
- Must have adequate health and physical condition to handle manual tasks; full use of arms, hands, legs, and feet, or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 50 lbs; ability to climb ladders.

FUNCTIONS AND RESPONSIBILITIES:

- Hire, train and supervise all permanent and temporary custodial staff
- Keeps time records and handles payroll for custodial personnel.
- Maintains the attendance records and ensures custodians' absences are properly recorded and substitutes are scheduled.
- Resolve issues regarding work performance, staffing levels, etc.
- Provide support as needed across district facilities. (Could include cleaning and/or snow removal as needed).
- Meet with building principals/supervisors as needed.
- Evaluate and review the performance of assigned staff. Responsible for the resolution of employee complaints
- Inventory and assist with the upkeep of custodial supplies and equipment.
- Serve as Manager on Duty as needed which includes meeting with custodial staff nightly.
- Communicate updates to district custodians daily.
- Works cooperatively with custodian, renters, school personnel and general public to resolve technical problems/complaints to assure a maintained and clean building.
- Maintains a variety of records, prepares periodic or special reports.
- Perform other duties as assigned by administration

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.