



SECTION I: GENERAL INFORMATION

Position Title: Head Custodian	Department: Maintenance
Immediate Supervisor's Position Title: Assistant Superintendent & Building Principal	FLSA Status: Non-Exempt
Job Summary: Under direct supervision of the Assistant Superintendent and Building Principal, to provide responsible daily custodial operations, maintaining a sanitary and safe facility for students, employees and the public; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, grounds) for the purpose of maintaining a sanitary, safe work environment.
- Delivers various items and materials (e.g. supplies, mail, packages, furniture) for the purpose of ensuring adequate supplies to the appropriate parties.
- Informs students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in clean condition, and identifying necessary repairs.
- Leads, directs and assists in organizing written work schedules and written performance inspections of custodial employees.
- Maintains active custodial substitute lists for the purpose of scheduling substitutes as necessary, including floating custodian assignments.
- Maintain preventative maintenance schedule for heating, ventilation and air conditioning equipment, including quarterly air filter changes, fan motors and belts.
- Oversees minor maintenance work performed by custodial staff.
- Maintains inventory of supplies. Develops requisitions with building custodians for school and cleaning supplies.
- Meets with principals and custodians to provide reports on building needs and conditions.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Evaluates custodians areas visited using evaluation reports provided by the Manager of Support Services.
- Checks buildings and grounds to ensure that they are properly cleaned.
- Ensures shrubs, lawns and flower beds are trimmed clean and safe.
- Arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Maintains records relating to employees' time, performance and overtime list.
- Works with school district employees, service companies and contractors to maintain and improve the work environment.
- Works with school principals or designee developing work orders.
- Solicits price proposals from vendors for supplies and equipment and assists with soliciting of price proposals from outside contractors.
- Instructs custodial employees on how to respond to system failures, location shut off procedures for water, fire sprinklers, gas and electric.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

- Attends in-service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Performs other related duties, as assigned, for the purpose of ensuring a clean, safe work environment.
- The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			• High School or Vocational School Diploma or completion of sufficient education to successfully perform the duties of the position. • Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying.	
X	High school diploma or GED.			Major field of study or degree emphasis:	
	1 year college		2 years college		
	3 years college		4 years college		
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of how to use equipment, and train others in the use of equipment. • Organizational and time management skills	
	2nd year graduate level				
	Doctorate level				

Required Work Experience in Addition to Formal Education/Training:

- Previous successful experience in building management/maintenance capacity or an equivalent combination of experience and training.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
	• Motor Vehicle Operator's license. • Boilers License or ability to obtain a boilers license

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Ability to carry out instructions furnished in written or oral form. • Ability to read, write and speak English fluently. • Ability to describe orally or in writing cleaning, maintenance or repair problems as needed. • Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work. • Ability to add, subtract, multiply and divide. • Ability to read labels on containers and materials used in the course of work. • Ability to work with a diverse group of individuals. • Ability to process paperwork accurately according to standardized procedures.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Custodians	2-8
TOTAL		2-8

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: • Work frequently requires exposure to communicable disease, blood borne pathogens and other bodily fluids, and occasional exposure to fumes or airborne particles, toxic or caustic chemicals and vibration. • Work may require use of protective equipment or safety procedures. Some duties involve performing assignments outdoors in varied weather conditions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear			X	
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds				X
up to 50 pounds			X	
up to 75 pounds		X		
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Position involves exerting up to 50 pounds of force frequently, and/or up to 75 pounds occasionally, and 25 pounds of force continuously to lift, carry, push, and pull or otherwise move objects in the performance of the job. Position requires occasional bending, stooping, lifting and repetitive use of fingers, hands, and wrists in operating equipment. Position requires moderate use of the upper extremities and back muscles.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.