



SECTION I: GENERAL INFORMATION

Position Title: Assistant to the Head Custodian	Department: Maintenance
Immediate Supervisor's Position Title: Head Custodian / Building Administration	FLSA Status: Non-Exempt
Job Summary: Independent School District 518 is seeking a dependable, skilled, and team-oriented Assistant to the Head Custodian to support the daily operation, cleanliness, safety, security, and maintenance of the assigned school facility. The Assistant to the Head Custodian works closely with the Head Custodian and building administration to ensure the school environment is clean, safe, well-maintained, and ready for students, staff, activities, and community use. This position provides day-to-day leadership and support to custodial staff and serves as the designated building lead in the absence of the Head Custodian, assuming designated responsibilities for building operations, custodial staff, maintenance needs, safety, security, and communication with building administration. The position also provides hands-on support for building maintenance, grounds care, equipment operation, and general facility needs. The successful candidate will demonstrate strong mechanical aptitude, problem-solving skills, initiative, reliability, and attention to detail, along with the ability to work effectively with students, staff, administrators, coworkers, contractors, and community members.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Building Operations & Maintenance

- Assist with the daily operation and maintenance of the assigned school building.
- Ensure classrooms, offices, hallways, restrooms, common areas, and other assigned spaces are clean, sanitary, safe, and properly maintained.
- Assist with opening and securing the building according to established procedures.
- Monitor building conditions and report maintenance, safety, security, or equipment concerns to the appropriate personnel.
- Perform general building maintenance and minor repairs within the scope of the position.
- Assist with troubleshooting building systems and equipment and determine when outside assistance or specialized contractors are needed.
- Assist with routine maintenance of HVAC, plumbing, electrical, doors, locks, hardware, and other building components.
- Properly operate, maintain, and store custodial, maintenance, and grounds equipment.
- Assist with inventory and appropriate use of custodial and maintenance supplies.
- Maintain accurate and timely communication regarding building maintenance needs and completed work.

Grounds & Outdoor Equipment

- Assist with the care and maintenance of school grounds.
- Operate and maintain outdoor power and maintenance equipment, as assigned.
- Equipment may include commercial lawn mowers, snowblowers, snow removal equipment, skid loaders, tractors, and other grounds equipment.
- Assist with snow and ice removal and other seasonal grounds responsibilities.
- Monitor sidewalks, parking areas, entrances, athletic areas, and other outdoor spaces for safety concerns.
- Assist with preparation of outdoor facilities for school activities and community use.

Custodial Services & Floor Care

- Perform and assist with routine custodial duties necessary to maintain a clean and healthy school environment.
- Operate commercial floor-care equipment and perform floor maintenance, including stripping, waxing, refinishing, and related procedures.
- Assist with carpet cleaning and other specialized cleaning projects.
- Follow appropriate procedures for the use, storage, and disposal of cleaning chemicals and supplies.
- Maintain custodial equipment and report equipment requiring repair or replacement.

Leadership & Staff Support

- Provide day-to-day direction and support to custodial staff as assigned by the Head Custodian.
- Assist with coordinating daily custodial assignments and priorities.
- Help ensure established cleaning, maintenance, safety, and building standards are consistently followed.
- Assist in training new custodial employees in district procedures, equipment use, safety expectations, and cleaning standards.
- Model dependable work habits, professionalism, initiative, and positive customer service.
- Communicate effectively with custodial staff, building administration, teachers, and other district personnel.
- Assist the Head Custodian with maintaining appropriate staffing coverage and responding to changing building needs.
- Serve as the building's Head Custodian in the absence of the Head Custodian, assuming designated responsibilities for building operations, custodial staff, maintenance needs, safety, security, and communication with building administration.

Safety & Security

- Maintain a clean, safe, secure, and welcoming environment for students, staff, and visitors.
- Follow district procedures related to building security, emergencies, hazardous materials, chemical handling, and workplace safety.
- Assist with emergency preparedness and building safety procedures.
- Report unsafe conditions, damage, security concerns, or other hazards promptly.
- Follow appropriate procedures for the storage, handling, and disposal of cleaning chemicals and hazardous materials.
- Ensure equipment is operated safely and maintained according to manufacturer and district requirements.

Building & Event Support

- Assist with preparation of the building for athletic events, activities, meetings, performances, and community use.
- Help ensure facilities are appropriately prepared before and restored following scheduled events.
- Work cooperatively with building administration and activity/event personnel to meet facility needs.
- Assist with special projects, building transitions, summer cleaning, preventative maintenance, and other district activities as assigned.

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	
X	High school diploma or GED.	Major field of study or degree emphasis:

	1 year college		2 years college	
	3 years college	X	4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Experience operating and maintaining outdoor power equipment, including but not limited to: ○ Commercial lawn mowers ○ Snowblowers ○ Snow removal equipment ○ Skid loaders ○ Tractors or other grounds equipment • Experience with general building maintenance and repair, including familiarity with: ○ HVAC systems ○ Plumbing ○ Electrical systems ○ Doors, locks, hardware, and other building components ○ Basic troubleshooting and repair • Experience with commercial floor care, including floor stripping, waxing, refinishing, carpet cleaning, and operation of floor-care equipment. • Experience with commercial custodial equipment, cleaning methods, and proper chemical handling. • Experience supporting building operations during special events, activities, emergencies, and changing facility needs. • Knowledge of workplace safety practices, OSHA requirements, chemical handling, and safe operation of maintenance and custodial equipment.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training:

- Previous custodial, building maintenance, facilities, grounds, or related experience.
- Previous supervisory, lead-worker, or team leadership experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: • Boiler license/certification preferred, or willingness and ability to obtain the appropriate boiler license/certification within a reasonable period of time. • Motor Vehicle Operator's license.
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ESSENTIAL SKILLS REQUIRED TO	Skilled in: • Ability to perform the physical requirements of the position. • Ability to effectively communicate and work cooperatively with staff, students, administrators, and the public.
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PERFORM THE WORK	• Ability to follow written and verbal instructions and established district procedures. • Ability to work independently, prioritize responsibilities, troubleshoot problems, and exercise sound judgment. • Demonstrated reliability, punctuality, initiative, and attention to detail. • Ability and willingness to respond to building, grounds, maintenance, and custodial needs as assigned. • Demonstrated mechanical aptitude and problem-solving ability. • Ability to identify maintenance issues and determine when a repair can be addressed in-house versus when outside assistance or a specialized contractor is needed. • Strong mechanical aptitude and troubleshooting skills. • A willingness to learn new equipment, systems, and procedures. • Initiative and the ability to identify building needs before they become larger problems. • Ability to effectively prioritize multiple maintenance, custodial, grounds, and building needs. • Strong organizational and communication skills. • A positive, service-oriented approach when working with students, staff, administrators, contractors, and community members. • Ability to work collaboratively while also being comfortable working independently. • Commitment to maintaining a clean, safe, secure, and welcoming school environment. • Ability to remain calm, flexible, and solution-oriented when responding to unexpected building or facility needs.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	TOTAL	

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: The Assistant Head Custodian may work independently and as part of a custodial and facilities team in a busy school environment. The position may involve exposure to cleaning chemicals, dust, noise, temperature variations, wet floors, outdoor weather conditions, machinery, and other conditions normally associated with custodial, grounds, and building maintenance operations. Evening, weekend, holiday, or adjusted hours may occasionally be required based on building needs, activities, emergencies, special events, or seasonal responsibilities.	

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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionall y	34-66% Frequentl y	66-100% Continuousl y
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: Ranging of Light to Moderate Work: 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.