

# SCHOOL HEAD CUSTODIAN

JD LOCATOR: 4.20.3

Adopted: 12/07

REPORTS TO:	Building Administrator and Director of Maintenance/Facility Safety Advisor
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

## JOB SUMMARY

Plans, directs, and monitors the custodial services for the assigned building under the direct supervision of the building administrator and the general supervision of the Director of Maintenance/Facility Safety Advisor. Performs custodial work required for the routine cleaning and upkeep of the buildings and grounds to ensure a safe and healthy environment for students, staff, and the community.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Receives and follows instructions as directed by the building administrator and/or Director of Maintenance/Facility Safety Advisor.
2. Directs custodial team verbally or in writing regarding special and day-to-day tasks.
3. Instructs substitute custodians in the performance of duties.
4. Participates in the assignment, scheduling, and training of the custodial team.
5. Provides input to the building administrator regarding the supervision, evaluation, and documentation of custodial team.
6. Seeks adequate feedback on a continuous basis in order to ensure safe, efficient, and effective custodial services.
7. Encourages teamwork and places the success of the custodial team above individual gain.
8. Works an overlapping shift in order to meet with one or more custodians assigned to other shifts.
9. Maintains inventory of needed supplies/equipment and replenishes supplies in a timely manner as to not hinder the continued performance of custodial services.
10. Lifts and moves furniture, supplies, and equipment as directed.
11. Assists with the preparation of special events and activities to include, but not necessarily limited to, setting up, tearing down, and cleaning.
12. Performs minor maintenance and repairs; immediately reports to building administrator needed major repairs by maintenance personnel.
13. Corrects any minor safety hazards; immediately reports to building administrator major safety hazards and damage to school property.
14. Maintains a high level of cleanliness of school property and grounds.
15. Cleans and dusts chalkboards, furniture, exhibit cases, fixtures, doors, trim, and related furnishings.
16. Cleans all glass including partitions, framed pictures, doors, windows, etc.
17. Sweeps and/or vacuums classrooms and other areas daily.

18. Scrubs, mops, disinfects, and polishes hard-surfaced floors in restrooms, cafeteria, hallways, classrooms, etc. as required.
19. Cleans and disinfects restrooms and drinking fountains daily.
20. Regulates the heat, ventilation, and air conditioning systems to provide an environment appropriate to the seasons and to ensure economical usage of fuel, water, and electricity.
21. Monitors and turns off unnecessary lights outside of school/office hours except for those left on for safety/security reasons.
22. Takes appropriate measures to ensure the security of the building/premises and assigned keys.
23. Keeps floors, walkways, steps, and hallways in a clean, safe, and attractive condition at all times, especially during periods of inclement weather.
24. Keeps buildings and grounds neat and clean at all times by mowing and trimming the grass, cultivating and caring for shrubbery, trees, and flowers as necessary.
25. Removes trash and debris from all classrooms, hallways, offices, and other rooms daily.
26. Stores and disposes of trash and waste materials in compliance with all state/federal laws and district procedures.

#### SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Minimum of three years successful prior experience in custodial work preferably in a public school setting.
3. Experience in directing the work of others preferred.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

