

Elkhart Community Schools

Position Description

Position Title:	Head Custodian (C5 Elementary, C7 Middle School/ EACC/ ETL, C9 High School)
Qualifications:	<i>Preferred:</i> High School diploma or equivalent. Must demonstrate a willingness to cooperate with others, and an attitude of respect for cleanliness; must have a good work ethic; must exhibit a pattern of regular and timely attendance. Prior custodial and supervisory experience preferred.
Department:	Building Services
Reports to:	Building Administrator and Building Services Manager
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Approved by:	W. Douglas Thorne

Date: 2/16/2018

SUMMARY: Perform head custodial duties required for the successful operation of the building to which assigned. Demonstrate a willingness to cooperate with others, and an attitude of respect for cleanliness. Must be proactive, and possess ability to supervise others. Be alert to potential maintenance problems, and report those to the building administrator and/or Building Services. Be neat and clean in appearance, and possess the ability to get along with co- workers, students, staff, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Exhibit regular and timely attendance.
2. Responsible for overall cleaning, and operations of the facility to which assigned.
3. Responsible for schedule preparation, and execution of all custodial activities.
4. Responsible for attendance reports for custodial staff.
5. Responsible for supervision, and training of custodial staff assigned to facility.
6. Able to perform all duties of heavy duty custodian.
7. Able to perform, schedule, and monitor minor maintenance as required to maintain an effective operation.
8. Responsible for set-up, and moving of equipment, and furnishings as required.
9. Responsible for maintaining grounds (including but, not limited to: mowing, trimming, trash pick-up, snow removal) as directed, including athletic fields.
10. Responsible to inventory, and maintain custodial supplies.
11. Responsible for safe operation, care, and use of all equipment assigned to facility.
12. Responsible to oversee operation of alarm systems, and control systems.
13. Responsible for routine and emergency checks to assure equipment operation and building security at all times.
14. Responsible for coordinating building rental, and programs such as summer parks program with Building Services.
15. Complete monthly inspections, and maintain written records as requested by the Supervisor of Building Services (including but, not limited to fire extinguishers, emergency lighting, playgrounds, etc.)
16. Other duties as assigned and required for the successful operation of Elkhart Community Schools.

Terms of Employment: Wage and work year to be established by the Board of School Trustees. Working hours will be established by Building Services, the building administrator and the Supervisor of Building Services.

Evaluation Process: Evaluated annually by the building administrator and the Assistant Supervisor of Building Services.

Supervisory Responsibilities: Directs and coordinates all custodial activities, and staff. Must possess a positive, proactive supervisory style, and an ability to work cooperatively with others.

Qualification Requirements: To perform this job successfully; an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or equivalent preferred. Prior experience in performing building level custodial-maintenance duties preferred. High School Head Custodian must maintain Certified Pool Operator's license (CPO) if applicable.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, regulations, product usage directions, and procedures manuals. Ability to write Work Orders and responses. Ability to clearly state to others any work requirements. Ability to prepare, communicate and update schedules required for building operations.

Mathematical Skills: Ability to work with simple weights and measures. Ability to add, subtract, multiply, and divide in all units of measure. Ability to apply knowledge to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to make reasonable decisions within the scope of the responsibilities. Ability to logically and reasonably communicate requirements to others.

Other Skills and Abilities: Ability to operate all custodial cleaning and grounds equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl; talk and hear in interactions with others; twist, bend, operate power equipment, broom, or mop.

The employee must lift and carry up to fifty (50) pounds and be able to move up to one hundred (100) pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places or confined spaces, and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals.

The noise level is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.