

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
March 21, 2025

2024-25

Job Title:	Head Custodian II	Salary:	\$23.86/hr
Reports To:	Building Administrator	Range:	9
Location:	Seward Middle School	Hrs/Day:	8 hrs/day
	Seward, Alaska	# Days:	216

Job Purpose: To oversee and ensure the physical upkeep and cleanliness of school buildings, grounds and furnishings.

Duties, Responsibilities and Accountabilities:

1. **Leadership and Communications:** This role involves training new custodians and thoroughly overseeing the work schedules and duties of the custodial staff. Ensuring that all essential tasks are carried out efficiently, effectively, and with safety in mind is a key responsibility. Responsible for keeping the building principal well-informed about the status and requirements of the physical plant, completing monthly maintenance reports, and managing the procurement of custodial supplies and equipment with the building principal's approval. Initiate and submit work orders for facility needs that fall outside the scope of the site custodial staff and conduct annual reviews and updates of the school's fixed asset inventory.
2. **Cleaning and Maintenance:** Encompasses daily or scheduled cleaning of floors, walls, furniture, and fixtures within rooms, halls, offices, and bathrooms. It also includes the critical task of ensuring the cleanliness of school grounds. In addition to cleaning duties, they may perform tasks such as light replacement. Periodic maintenance responsibilities include floor stripping, waxing, and carpet shampooing.
3. **Safety & Security:** A strong emphasis on maintaining safe grounds by actively identifying and rectifying potential safety hazards like wet floors, snow, or icy sidewalks. Additionally, a vital role in ensuring building security by remaining aware of unusual circumstances and properly securing doors and windows as needed. A comprehensive knowledge of OSHA regulations and fire safety codes and laws is essential.
4. **Teamwork:** Collaboration is essential to this role. They work in close cooperation with school employees, students, and visitors to create a harmonious and inclusive work environment. Their responsibilities extend to assisting in the preparation of building setups and breakdowns for student programs and events. Furthermore, they are expected to be willing to perform the job duties outlined in this job description at other schools as required. To facilitate this, they must maintain a current driver's license, uphold a clean driving record, and have reliable transportation to access all area schools.
5. **Record Keeping:** Accurate record-keeping is important in this role. They maintain an accurate and up-to-date building key log and submit key reports twice annually. If applicable, they also manage an accurate and current locker combination log. Strict adherence to all required procedures and policies is vital.

Knowledge, Skills, and Abilities:

1. **Leadership & Communication:** Strong leadership skills for organizing work, instructing others, and effective communication with stakeholders, including the building principal.
2. **Custodial Expertise:** Proficiency in custodial tasks, including knowledge of cleaning equipment, materials, and procedures, with the physical ability to perform demanding duties.
3. **Attention to Detail & Safety:** Keen attention to detail, safety awareness, and hazard identification.
4. **Regulatory Compliance:** Knowledge of OSHA regulations, fire safety codes, and adherence to procedures and policies.
5. **Versatility & Teamwork:** Flexibility to handle various job-related duties and collaborate effectively within a team.

6. Technical Skills: Competence in database management, bell system programming, equipment maintenance, and supply management.
7. Equipment Operation: Proficiency in operating equipment such as snow blowers and tractors for school grounds maintenance.
8. Performance Evaluation & Budgeting: Involvement in custodial staff observation and evaluation, coupled with the ability to develop and present an annual custodial budget recommendation.
9. Flexibility: Willingness to accept additional duties directed by the building principal.

Language Skills: Ability to read, analyze and interpret general and technical procedures. Ability to effectively present information and respond to questions from supervisors, custodial team, and maintenance department employees.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with various concrete variables in situations with limited standardization. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to establish and maintain effective working relationships with students, staff, and community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. 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 sit and talk or listen. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources Department
148 N. Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER