

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **HEAD CUSTODIAN**

<b>Reports to:</b>	<b>Director of Maintenance &amp; Operations</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non Exempt</b>
<b>Terms of Employment:</b>	<b>12 month according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB REQUIREMENTS**

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires a willingness to take on responsibilities and challenges.

### **WORKING CONDITIONS**

- Inside offices and throughout the school building.
- Exposure to weather conditions.
- Exposure to chemicals and solvents.

### **PERFORMANCE RESPONSIBILITIES**

- Direct activities of custodial staff to maintain cleanliness and prevent the spread of infections.
- Inspect work performed to ensure that it meets specifications and established standards.
- Plan and prepare employee work schedules.
- Perform or assist with cleaning duties as necessary.
- Investigate complaints about service and equipment, and take corrective action.
- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Check equipment to ensure that it is in working order.
- Inspect and evaluate the physical condition of facilities to determine the type of work required.
- Select the most suitable cleaning materials for different types of furniture, flooring, and surfaces.
- Instruct and train staff in work policies and procedures, and the use and maintenance of equipment.
- Forecast necessary levels of staffing and stock at different times to facilitate effective scheduling and ordering.
- Inventory stock to ensure that supplies and equipment are available in adequate amounts.
- Evaluate employee performance and recommend personnel actions such as hiring, promotions, transfers, and dismissals.
- Confer with staff to resolve performance and personnel problems, and to discuss company policies.
- Recommend or arrange for additional services, such as painting, repair work, renovations, and the replacement of furnishings and equipment.
- Recommend changes that could improve service and increase operational efficiency.
- Develop and maintain a positive, professional rapport with students and parents and co-workers.
- Adhere to the code of ethics of the District for non-certificated staff. The Head Custodian must serve as a positive role model for staff and students.
- Snow removal (some nights, weekends-on call, other duties may be assigned)

- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Teaching others how to do something.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Managing one's own time and the time of others.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Adjusting actions in relation to others' actions.
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Using mathematics to solve problems.
- Persuading others to change their minds or behavior.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- The ability to tell when something is wrong or is likely to go wrong.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Bringing others together and trying to reconcile differences.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Getting members of a group to work together to accomplish tasks. This includes conferring with other departmental heads to coordinate activities and directing and coordinating activities of workers or staff.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. This includes inspecting facilities to determine repair or replacement needs.
- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Analyzing information and evaluating results to choose the best solution and solve problems. Resolving problems in educational settings.
- Assessing the value, importance, or quality of things or people.

- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. This includes resolving staff, student and public complaints, resolving or assisting workers to resolve work problems and resolving personnel problems or grievances.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Scheduling events, programs, and activities, as well as the work of others. This includes scheduling employee work hours and making work assignments.
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. This includes conducting or attending staff meetings.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. This includes overseeing work progress to verify safety or conformance to standards.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. This includes assigning work to staff, establishing employee performance standards, monitoring worker performance, and orienting new employees.
- Needs to be accessible, flexible, consistent, visible, and pro-active.
- Need to model your expectations.
- Need to be accountable.
- Daily activity checklist.
- Need to take pride in our facilities.
- Be approachable.

#### **EDUCATION AND/OR EXPERIENCE**

- High school degree or GED.
- Custodial and maintenance experience preferred.
- Must maintain at all times during employment an unrestricted motor vehicle operator's license and a satisfactory driving record that meets requirements of Board policy.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- Regular, dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

Physical Head		Requirements Custodian	Item is not a requirement of the job E N	Occasional – up to 33% of time E N	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent – between 34% - 66% E	Continuous – over 66% of time E
E = Essential NE = Non-Essential							
<b>Stamina</b>							
1.	Sitting					X	
2.	Walking					X	
3.	Standing			X			
4.	Sprinting/Running			X			
<b>Flexibility</b>							
5.	Bending or twisting at the neck more than the average person				X		
6.	Bending or twisting at the trunk more than the average person				X		
7.	Squatting/Stooping/Kneeling				X		
8.	Reaching above the head				X		
9.	Reaching forward				X		

10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)			X		
12.	Hand/grip strength			X		
13.	Driving on the job		X			
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead		X			
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds			X		
25.	76 to 90 pounds		X			
26.	Over 90 pounds		X			
<b>Carrying</b>						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds			X		
29.	51 to 75 pounds		X			
30.	76 to 90 pounds		X			
31.	Over 90 pounds		X			