



## JOB DESCRIPTION

Job Title:	<b>Head Custodian, Elementary School</b>	FLSA Status:	<b>Non-Exempt</b>
Job Family:	<b>Custodial Services</b>	Pay Range:	<b>8</b>
Pay Program:	<b>Classified</b>	Work Year:	<b>248 days</b>
Prepared/Revised Date:	<b>October 2020-2021</b>		

**SUMMARY:** Responsible for overall cleanliness, sanitation, security, safety and maintenance of assigned high school building, grounds and equipment. Schedule and oversee work of custodial personnel, expenditures, building repairs, facility project, building use and building systems. Coordinate cleaning plans and schedules of custodial personnel. Work with custodial manager to ensure cleaning standards are met satisfactorily. Attend work and arrive in a timely manner, follow correct department call in process. Provide high level of customer service for community activities and school events, including setup/tear down.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Clean and supervise the cleaning of the building including classrooms, hallways, cafeteria, gymnasium, media center locker rooms, auditoriums, lobbies, lounges, corridors, elevators, stairways, storage areas and other work spaces. Cleaning may include, but is not limited to removing trash, vacuuming, mopping sweeping, dusting, buffing, cleaning carpets, washing windows, scrubbing floors and ceilings and sanitizing restrooms.	D	25%
2. Manage, train and supervise up to 3 custodians in the daily duties of cleaning. Coordinate with the night employee's about school and community events. Work with Custodial Manager and Supervisors about employee performance, evaluations, site needs and equipment requests. Help direct and train outside contractors. Attend staff meetings to coordinate events in athletic and educational areas	D	15%
3. Respond to fire and burglar alarms. Participate on Safety Committee, all safety drills, annual fire inspection and health inspection. Perform daily safety sweeps to ensure that the students, staff and visitors are safe. Report any safety concerns and work with staff and emergency personnel on all safety issue during shift. Set up cones and direct visitors to ensure safe passage, twice a day acting as traffic control. Knowledge of where the gas, water and electric shut offs are.	D	10%
4. Supervise students as requested by the principal before school, during lunch, during school and after school. Manage Cafeteria by assisting in breakfast programs and lunch. Monitor and assist students and staff.	D	10%
5. Work with and assist students, staff and outside groups using the building for programs, special events or assemblies. Perform set up and tear down of tables, chairs, and audiovisual equipment; assist with training users on equipment as needed; and troubleshoot equipment problems. May lock/unlock areas for access for building use and events. Maintain custodial support for activities on the weekends. Be available and respond to changes to activity schedule.	D	10%
6. Perform minor maintenance repairs and building/facility modifications such as repairing, moving or assembling furniture; repairing custodial equipment; touch up or cover up painting; hanging teaching aids, ect. Submit maintenance request for repairs and modification requests.	D	5%
7. Maintain exterior of building as requested including distribute sand, shovel snow, clean outside doors and lighting. Operate various types of equipment for snow removal. Respond and ensure that building is ready for full operation in the event of snow.	D	3%
8. Perform building operational checks including inspections for hazards, graffiti and vandalism. Complete and submit work orders to Maintenance and Operations for repair or replacement. Follow up with work orders to ensure that the issue is resolved. Maintain current on training for 40' high lift, ladders, bodily fluids, sexual harassment.	D	3%
9. Order building supplies for building staff. Receive, unpack, store and deliver instructional and custodial supplies to appropriate staff member or storage area. Assemble items as needed.	D	2%
10. Open and close building and raise and lower flag. Ensure all doors and windows are secure and all lights turned off. Keys and scan cards are to be secured in your position at all time, never loan to anyone and should only be used to conduct District business when scheduled.	D	2%
11. Perform other duties as assigned.	Ongoing	15%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school
- Excellent communication skills, basic computer skills preferred
- Two years custodial work required with supervisory experience preferred or equivalent

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator. Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of custodial equipment preferred at hire; required within 3 months of hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	Custodial Manager and Custodial Supervisor, Building Principal

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Custodian, substitute custodian, student sweeper	1-2

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	