

JOB DESCRIPTION

JOB TITLE: Head Building Custodians

REPORTS TO: Custodian Supervisor/Business Manager

DEPARTMENT: Support Staff

I. NATURE AND SCOPE OF JOB:

Support the mission of Carbon County School District One by providing students a safe, attractive, comfortable, clean, and efficient place to learn, play and develop so that full educational use of buildings may be made at all times.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions for all Head Custodians:

1. Perform scheduled and assigned custodial tasks at the same level and standards as custodians.
2. Supervise and train substitute building custodians.
3. Plan and oversee all maintenance and repair work and cleaning done by custodial staff.
4. Monitor and certify for payment all custodial staff time cards.
5. Evaluate the performance of custodial staff on a regular basis and in accordance with the job description.
6. In conjunction with the Custodian Supervisor, prepare a summative evaluation of custodial staff on a yearly basis.

7. Constantly strive to promote the safety, health, and comfort of students and employees.
8. Promptly report any major repair problems to the principal.

A. Essential Functions for all Head Custodians, continued:

9. Report heating, ventilation and/or air conditioning system problems to Maintenance Department and assure temperatures are appropriate to the season as well as maintaining economical usage of fuel, water, and electricity.
10. Prepare and be responsible for a daily work schedule for all custodians.
11. Is responsible, as agreed upon with principal, for the security of building and grounds, and instructing custodians (or substitute custodians) that all door and windows are to be secured, all lights, except those left on for safety reasons, are turned off.
12. Prepare for school building openings each school day as well as determining the custodial staff assignments.
13. Conduct an on going program of general maintenance, upkeep, and repair along with a five year maintenance/repair/replacement schedule.
14. Inspect and be responsible for the repair of carpet vacuum cleaners, doors, windows, etc.
15. Assemble, repair and refinish furniture and doors when appropriate.
16. Check buildings on weekends for heating problems, vandalism and to insure boilers are in proper working order.
17. Shovels, plows, and applies De-icer on walks, driveways, parking areas and steps as appropriate and as assigned.
18. Move furniture or equipment which is required for various activities within the building as directed by the principal.

B. Additional Functions for Middle School Head Custodians:

1. Prepare RMS athletics field for occupancy and secure the site after the activity as well as for all activities at the school.
2. Clean locker rooms, gymnasiums, lobbies, etc. after activities.
3. Provide assistance to building staff members.
4. Replace burned out outside security lights.

- D. Additional Functions for High School Head Custodians:**
1. Responsible for preparation of RHS stadium and gymnasium for activities and the security of the sites when finished.
 2. Prepare for clean-up, provide assistance to monitors and secure site after all activities.
 3. Provide assistance to building staff members.

- D. Additional Functions for High School Head Custodians,**
4. Assist in painting as needed.
 5. Assist maintenance department crews as needed.
 6. Assist Business Office's central receiving in the delivery and warehousing of supplies.
 7. Assist the school cafeteria in delivery and warehousing of food and supplies.
 8. Refinish gymnasium floors.

- F. Additional Functions for Little Snake River Valley Head Custodian:**
1. Prepare Little Snake River Valley School gymnasium for activities, assist monitors and secure building after activities.
 2. Assist in all activities.
 3. Assist in painting as needed.
 4. Assist in refinishing gymnasium floors.
 5. Provide assistance to building staff members as needed.
 6. Assist the school cafeteria in delivery and warehousing of food and supplies.
 7. Pick up school supplies at Administrative office and warehouse as needed.

IV. JOB QUALIFICATIONS:

- A. Knowledge, Skills and Mental Ability:**
1. Ability to communicate in English orally and in writing
 2. Be familiar with basic cleaning equipment, products and hand tools
- B. Education, License, Certification or Formal Training**
1. Hold a High School diploma or equivalent
 2. Satisfactory completion of AHERA (asbestos) and any trainings deemed required by the District

C. Equipment Used:

Wet Vac	Wax Applicators	Vacuums
Hand Truck	Extractors	Hand Tools
Scrubber/Buffer	Automatic Scrubber	
Power Portable Tools		
Scaffolding	Hand Cart	

D. Physical Demands:

1. Ability to lift a minimum of 50 LBS on a regular basis
2. Ability to work continually either standing, walking or bending
3. Climb various scaffolding and ladders somewhat frequently
4. Ability to kneel or squat during the performance of duties
5. Ability to push or pull handcarts, furniture or other equipment

E. Environmental Demands:

1. Ability to cope with school related noise
2. Possess physical and mental capability to be out in any weather common to Wyoming
3. Ability to work in wet, cold and/or windy conditions when necessary
4. Ability to cope with dust, fumes and/or odors from cleaning supplies and other sources

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debi Gaines.

10/15/98
12/7/2015

