

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – HEAD CUSTODIAN

QUALIFICATIONS

Possession of a high school diploma or equivalent.

Possession of strong leadership skills.

Ability to read, speak, and communicate to comply with all Labor and Industry regulations.

Ability to be reached and work a flexible schedule when needed.

Possession of proven housekeeping experience.

SKILL PREPARATION

Ability to lead the first shift crew in a positive fashion and delegate work tasks.

Ability to lift items weighing up to 50 pounds and ability to use a ladder.

Ability to be cooperative and service oriented.

Ability to work in a team environment and maintain a positive attitude.

Ability to utilize appropriate written and verbal communication skills, as well as appropriate interpersonal skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the Buildings and Grounds Director for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Work in a staff relationship with all staff members.

Assist in the recruitment, assignment, transfer, or dismissal of custodial personnel.

Supervise directly and indirectly the work of all custodial employees assigned to the building.

Perform evaluations annually in writing on the performance of the building custodial staff.

Responsible for preparation and set-up for events occurring during day shift hours.
Clean designated area.

Perform basic plumbing, electrical, and mechanical repairs, reporting repairs needed outside Head Custodian's ability.

Responsible to secure all building windows and doors.

Lead the crew in a positive fashion and delegate work tasks.

Examine the building on a regular basis for needed repairs and maintenance work.

Maintain records of repairs and staff issues-to be reported to the Buildings and Grounds Director.

Coordinate snow removal and appropriate treatment of driveway and walkway surfaces and assist with removal of snow.

Conduct periodic inspections of the building and grounds to ensure safety.

Attend conferences, as assigned, to keep informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, encouraging innovation and experimentation, as appropriate.

Meet monthly with the principal to discuss and coordinate the custodial/maintenance programs for the building.

Discharge all other assignments delegated by the Buildings and Grounds Director.

EVALUATION

Evaluation will be conducted annually by the Buildings and Grounds Director in the areas of core competencies and position performance.