

WAUNAKEE COMMUNITY SCHOOL DISTRICT

HEAD CUSTODIAN

Job Description

QUALIFICATIONS:

- 1) High school diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) Knowledge of proper use of all school vehicles and all custodial equipment
- 5) Ability to perform carpentry and masonry tasks
- 6) CPR/First Aid Certification
- 7) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Facilities

GENERAL RESPONSIBILITIES:

Serves as the coordinator of custodial activities in the school building. He/she is responsible for the care and operation of the physical plant, equipment and grounds. The head custodian assigns work to be done and is a working supervisor in that he/she also has a work schedule. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Perform general cleaning, dusting and vacuuming.
- 2) Understand and operate boilers, heating and ventilation and other related equipment in maintaining proper ventilation for each building.
- 3) Sweep, mop, scrub, seal and wax floors.
- 4) Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
- 5) Empty trash and garbage containers.
- 6) Open building and check for proper ventilation. Also check pool.
- 7) Perform minor maintenance projects including painting, carpet cleaning, changing light bulbs and ballasts, locks on doors, etc.
- 8) Obey all safety rules and regulations.
- 9) Climb ladders and scaffolds.

- 10) Assist loading and unloading of trucks.
- 11) Make minor plumbing and electrical repairs.
- 12) Assist in snow removal.
- 13) Set schedule to monitor and inspect playground equipment as well as safety inspection of the inside and outside of each building. Make repairs as needed and coordinate other maintenance repairs with Director of Facilities or Building Principal.
- 14) Coordinate custodians' work schedules, with the approval of the Director of Facilities.
- 15) Load, lift or unload supplies and materials, equipment, etc.
- 16) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 17) Maintain loyalty to employer.

OTHER FUNCTIONS:

- 18) Perform other responsibilities as assigned by the Building Principal or Director of Facilities.
- 19) Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994
9/8/97
April 2002

Waunakee Community School District