

POSITION DESCRIPTION

TITLE: HEAD CUSTODIAN – HIGH SCHOOL AND VALOR/HERITAGE

TYPE: Classified

REPORTS TO: Administrator/Maintenance Supervisor

POSITION SUMMARY:

To maintain the physical school plant and grounds at the High School or Valor/Heritage location, in a condition of operating excellence so that full educational use of them may be made at all times.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent as required by OAR 581-37-030.
2. 18 years of age or older
3. Three years custodial work experience
4. Training and/or experience in the management and supervision of adults.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
4. Plans and oversees all maintenance and repair work.
5. Maintains a high standard of safety, cleanliness, and efficiency.
6. Make minor repairs.
7. Use cleaning materials and equipment with skill, efficiency, and safety.
8. Knowledge of cleansing methods and the use, care and safety of cleaning materials and equipment.
9. Knowledge of requirements for maintaining school buildings in a safe, clean, and orderly condition.
10. Knowledge of the operation of a heating plant and equipment.
11. Familiar with handling and disposal of hazardous materials.
12. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
13. Evaluates the effectiveness of the custodial program on a regular basis.
14. Promote the safety, health, and comfort of the students and staff.
15. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
16. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
17. Checks daily to ensure that all exit doors can open and all panic bolts are working

- properly during the hours of building occupancy.
18. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
 19. Raises the United States flag on each school day, as appropriate.
 20. Cleans corridors during the day when their condition requires it.
 21. Washes windows on both the inside and outside at least twice each year, and more frequently if necessary.
 22. Reports safety, sanitary, and fire hazards to the proper authority.
 23. Reports immediately to the building administrator any damage to school property or major repairs needed.
 24. Maintains a regular maintenance schedule for all motors and other mechanical equipment requiring servicing.
 25. Assists, when directed, other personnel for the purpose of supporting them in the completion of their work activities.
 26. Keeps all floors in a clean and attractive condition and in a good state of preservation.
 27. Keeps an inventory of supplies, equipment on hand and requisitions such needed replacements from the maintenance department far enough in advance so that they may be delivered in such time as will not hinder the custodian in his/her work.
 28. Conducts an ongoing program of general maintenance, upkeep and repair.
 29. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
 30. Complies with local laws and procedures for storage and disposal of trash, rubbish and waste.
 31. Assist in greeting and directing visitors to the appropriate person and location.
 32. Participate in complete cleaning and routine maintenance of buildings during the extended breaks.
 33. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
 34. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
 35. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
 36. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
 37. Assists parents and community members as needed.
 38. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
 39. Complies with professional development activities as required by the District.
 40. Holds expectations for high performance of self and students.
 41. Demonstrates computer literacy and operates software programs as related to job responsibilities.
 42. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
 43. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
 44. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
 45. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Valid Oregon Driver's License (preferred)
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card and/or Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No
If yes, see addendum to Head Custodian, HS and Valor/Heritage description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date