

HEAD CUSTODIAN

Position Title: Head Custodian

Location: Assigned School(s)

Reports to: District Administrator(s)

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

Classification: Custodial Services

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The head custodian supports the school by providing leadership and direction. The head custodian is an essential role in planning for and maintaining the building, grounds and physical plant, and supporting a learning environment that promotes health, attitude, and pride of students. In addition to regular building maintenance functions, the head custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The head custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature; assists and supports with building/campus security as necessary; provides support to building activities; works closely with building principal on organizing evening activities, assuring appropriate custodial support.

Part II: Supervision and Controls over the Work:

The head custodian receives overall direction from the building principal and administrative direction from school administrator(s). The head custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards. The head custodian adheres to master calendar, works with community groups, and prepares for upcoming events.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Cleaning Functions:

- Sweep, mop, vacuum, scrub, and refinish floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary, and orderly condition according to industry and/or district standards.

- Pick up litter within the schools and on school grounds.
- Assure safety during inclement weather to include shoveling, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
- Apply cleaning chemicals according to established safety procedures.
- Adhere to safety measures for cleaning, lifting, moving, and operating equipment.
- Perform minor repair and maintenance as authorized by district maintenance staff, including heating thermostats and maintaining bells.
- Coordinate HVAC filter change-out during spring, summer, and winter breaks.
- Schedule HVAC heating times, doors, and alarms.
- Advise building principal on matters relating to mechanical equipment and/or building maintenance.

2. Administrative Functions:

- Recognize the need for and initiate maintenance service requests according to district procedures. Follow through to assure that maintenance is performed in a timely manner.
- Manage the building and maintain inventory; request cleaning supplies and materials needed to accomplish assigned tasks.
- Maintain awareness of energy conservation and initiate or make suggestions of methods and procedures to consider energy.
- Secure equipment and supplies and protect against pilferage, loss, theft, or abuse.

3. Safety and Security:

- Conduct daily inspection and otherwise maintain awareness of facility and equipment to detect and prevent injuries or damage.
- Maintain control of keys for the facility and distribute to staff as required.
- Secure school building to insure proper building security at all times. Lock, secure, and code out building at end of shift.
- Verify that emergency equipment is maintained and repaired as needed.
- Assist in implementing emergency planning and response.

4. Lead Functions:

- a. Provide direction, feedback, and guidance that will enable crews to perform their job requirements as directed by both the building administrators and the maintenance supervisor.
- b. Assign work to subordinate custodians, inspect completed work, provide training and guidance as necessary, and provide input to building administrator on overall performance and reliability.

Perform other duties and responsibilities as assigned.

Part IV: Minimum Qualifications:

Incumbents must demonstrate the ability to work in a culturally diverse environment, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.
- High school graduation or equivalent.
- Three or more years' experience as a custodian and two years' experience in a leadership position, or a combination of both, which demonstrates the ability to lead staff and direct work.
- Strong knowledge of cleaning techniques, materials, and equipment.
- Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.
- Ability to work using ladders, scaffolding, mechanical lifts, and district vehicles. Ability to spend most of the work day standing, lifting, and walking.
- Ability to communicate in person, by radio, electronically, and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
- Experience with and knowledge of intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls.
- Ability to operate power equipment and maintain lift certification
- May be trained in CPR, possess current First Aid certification, and be trained or willing to be trained on defibrillators.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Prior experience in providing lead or supervisory responsibility over other staff.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

- While performing the duties of this job, the employee is frequently required to sit, move about, hear, and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces, from a prone or crawling position, climbing or working at heights. Employee may be required to stand and move around for a full work shift.
- Ability to work using ladders, scaffolding, mechanical lifts, and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to properly use safety equipment that is appropriate and required to the work in order to prevent injury to self or others.
- Ability to communicate in person, by radio, electronically, and over the phone.
- Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties.