St. Helens School District
Job Description

CUSTODIAN - HEAD

Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Provides safe and clean school buildings for students, staff, and community and directs work of other custodians.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Cleans areas as assigned (i.e. rooms, halls, offices, rest rooms, cafeteria, etc.), vacuums, shampoos, sweeps, scrubs, waxes, polishes, mops and buffs all types of floor surfaces.
3. Washes windows, white boards and walls.
4. Collect and wash laundry.
5. Cleans and polishes furniture, windows, metal work and computer screens.
6. Maintains indoor and outdoor lighting.
7. Collects recycling and trash.
8. Makes minor repairs, paints and refinishes.
9. Adjusts clocks.
10. Keeps walks, parking areas and entrances clear and clean.
11. Cleans drains, gutters and roofs.
12. Washes, scrubs and disinfects restrooms as well as cleans sinks, fixtures, panels and drinking fountains daily.
13. Cleans up spills (including bodily fluids) in safe and appropriate manner, picks up trash and responds to special requests for custodial services from staff members with supervisor approval.
14. Sets up, takes down and moves tables, chairs, equipment, shelving and partitions for meetings, athletic events and other District needs as assigned.
15. Perform routine maintenance and make minor repairs (i.e., sinks, tiles, lockers, change light bulbs, etc.).
16. Provides direction to Custodian(s).
17. Locks doors and windows, turns on lights and prepares buildings for start of day and/or unlocks doors and windows, turns off lights and secures buildings as assigned.
18. Responds to after hours calls/emergencies.
19. Maintain cleaning equipment and supplies.
20. Empties and cleans waste containers.
21. Reports safety, sanitary and fire hazards immediately to Principal and or Maintenance.
22. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
23. Maintain appropriate certifications and training hours as required.
24. Attend work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists maintenance and grounds keeping departments as necessary.
2. Scheduling for night and swing shift custodians.
3. Serve on safety committee.
4. Raise the flag.
5. Set-up traffic signs.
6. Attends staff meetings.
7. Attends in-service trainings.

SUPERVISORY RESPONSIBILITIES

Provides leadership and direction to swing and night shift custodians. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Thorough working knowledge of custodial work, including cleaning methods and materials and the use of custodial equipment equivalent to that gained in one year of experience. Previous experience working in sanitation or custodial position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Demonstrated ability to successfully work with young children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment on a moments notice to protect the safety and welfare of students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain a valid CPR/First Aid card, forklift certification, valid Oregon Driver license bloodborne pathogen training. Previous hazardous communication and asbestos training preferred.

PHYSICAL DEMANDS

The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance on and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. Demonstrate strength and dexterity to operate cleaning, hand and power tools.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, outdoor weather conditions, risk of electrical shock and vibration.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: April 2009

I have read and understand this job description.

Signature: **Date:**

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