

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Head Custodian, Elementary  
**Date Prepared or Last Modified:** December 2022  
**Work Year:** 12 months  
**Department:** Custodial  
**Reports To:** Custodial Supervisor

**SUMMARY** Responsible for Custodial staff oversee the overall cleanliness, sanitation, security, safety and maintenance of the assigned facility, buildings, grounds and equipment. Manage custodial personnel schedules and time, custodial inventory and equipment, custodial expenditures, building repairs and maintenance, seasonal and special projects, building usage and building systems and operations of the assigned school. May be assigned at a K-8, Middle or High School another district facility as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

- D 20% Manage, interview, evaluate, train, schedule, verify hours worked in district's time of labor system for and facilitate the improved performance of the custodial staff. Positions managed includes custodians, substitute custodians, and student workers. Read and respond to emails. Enforce district and department safety, cleaning standards, policies and procedures. Develop and ensure completion of daily, summer, seasonal and event cleaning. Be available for shift changes and ensure there is adequate coverage for all shifts. Schedules are to meet the schools and/or district's needs.
- D 8% Maintain accurate records of custodial staff, supplies, inventory, purchase card expenditures and budget management. Order and inventory supplies, research and report on capital equipment purchases, and maintain safety data sheets. Attend and participate in custodial trainings. May perform and manage seasonal and summer project cleaning as planned and assigned.
- D 5% Coordinate and assist with set up, breakdown and cleanup of school and community usage activities. Coordinate community usage by reviewing contracts, checking for scheduling conflicts, assigning custodial coverage and responding to special requests. Report all damages to facilities.
- D 5% Act as a central point of contact for visitors, community, local law enforcement and fire departments, inspectors, vendors, contractors, staff, teachers, parents, building usage participants, maintenance technicians, district employees and duties assigned at the assigned school.
- D 20% Perform cleaning duties including removing trash, cleaning, sanitizing and disinfecting of all areas in the building including but not limited to desks, wall boards, windows, sinks, walls, restrooms, hallways, stairwells, common areas, and entry ways, floors, ceilings, offices, cafeteria, gymnasium, media center, locker rooms, auditorium, stages, custodial offices, and storage areas. May perform and manage seasonal and summer project cleaning as planned and assigned by Elementary School Principal.
- D 10% Perform minor repairs and building modifications such as repairing, moving and assembling furniture, repairing custodial equipment, repairing/repainting walls, restroom stalls, hanging teaching aids, unclog plumbing and waste traps, changing light bulbs, replacing ceiling tiles, overseeing and participating in construction and facility mediation request projects. Responsible for setup, break down and cleaning of gym bleachers, risers, mat hoists, stage, sound equipment and ensuring proper functions. Monitoring indoor air quality and initiating work order requests for repairs. Verify work is completed and satisfactory. Coordinate and distribution of incoming and outgoing freight and school materials.
- D 5% Perform daily operational checks of lighting, plumbing, electrical and HVAC systems. Perform fire alarm tests and drills, tornado drills and lock down drills, exit and emergency lighting and elevator tests.
- D 10% Perform and document building operation safety checks including daily inspection of building systems,

policing outside grounds and parking lots for trash and emptying and cleaning trash receptacles, weekly inspections of all fields and custodial equipment. Monitoring the operation of the sprinkler system, reporting and removing graffiti. Perform playground inspections and relocates mulch to fall zones on playgrounds.

- D 7% Ensure safe access to building daily, including snow and ice removal, activating appropriate lighting, locking and unlocking doors, entry ways and windows, checking for inoperable doors and windows, and monitoring unauthorized entries, removing slip and trip hazards.
- D 5% Must carry and respond promptly to a cell phone and/or 2-way radio while on duty and be the first responder to all safety and security issues, hazards, adverse weather, bodily fluid spills, alarms, fires, water breaks, mechanical and electrical failures chemical spills and gas leaks. Follow universal precautions and sanitation procedures when handling the cleanup of bodily fluid spills and/or accidents.
- D 5% Perform other duties as assigned for example, after hours emergencies.

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** More than 3 years of experience in custodial field. Managerial experience preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Communication, writing, interpersonal, management, and basic math skills. Knowledge of custodial methods and procedures. Knowledge of school/facilities layout and location of circuit breakers, keys, and mechanical system shut-off switches/valves. Basic knowledge of maintenance and mechanical systems. Operating knowledge of and experience with basic cleaning equipment required. Operating knowledge of floor scrubber and waxer required at time of hire. Operating knowledge of snow removal equipment and hand tools required within 6 months after hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid Colorado driver's license, First Aid and CPR certifications, and safety certification required within 6 months after hire. OSHA training, HazMat licensing, and BOCES training required within 1 year after hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Directly manages up to 3 employees at the assigned school. Positions managed includes, custodians, substitute custodians, and student workers. Spends up to 50% of time conducting managerial responsibilities. Carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and assisting with appraising performance and disciplining. Assisting with interviewing and hiring process with Custodial Supervisor and Elementary Principal Acts as a resource for Custodians by providing training and for school staff by addressing cleaning issues/questions.

**JUDGMENT AND DECISION MAKING:** Work is self-directed with input from Custodians working within a school and approved by Elementary School Principal. This position requires sound judgment and effective supervisory skills to ensure the cleanliness and safety of building facilities and grounds. Decision making is guided by equipment, chemicals, and tool instructions and specifications and department and District policies and procedures. Decision making requires collaboration with Custodial Supervisor School Administrators, , Maintenance Department, and. Elementary School Principal is occasionally involved in decision making.

**DIVERSITY OF DUTIES:** Duties require cross training in management skills, cleaning techniques, training skills, power and hand cleaning equipment, problem solving, diplomacy, cleaning chemicals, safety, and basic purchasing.

**SAFETY TO SELF AND OTHERS:** Medium exposure to self to bruises due to using equipment and bumping into objects and to cuts due to sharp edges while cleaning. Low exposure to self to hernia due to lifting heavy equipment and objects, to disease due to cleaning up body fluids, to fractured bones due to slipping on wet floors, to loss of sight due to cleaning chemicals, to repetitive motion injuries due to vibration and motions required for cleaning, and to fatality due to falling from high places. May expose others to injury if a person in this position fails to properly maintain and repair school building, grounds, and/or furniture and/or fails to respond timely to unsafe situations such as spills, damaged/unsafe objects, etc.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, and outside weather conditions. The employee is frequently exposed to fumes or airborne particles, extreme cold, extreme heat, and vibration. The employee is occasionally exposed to high, precarious places; risk of electrical shock; explosives; and risk of radiation. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to coordinate and evaluate. Occasionally required to compare, analyze, and instruct.