

541.51 HEAD CUSTODIAN JOB DESCRIPTION

The Head Custodian is responsible for the overall maintenance and cleanliness of the District's facilities. It is the responsibility of the Head Custodian to insure that the facilities are maintained in a condition of operating excellence, cleanliness, and safety. The Head Custodian has supervisory responsibility over the other custodians including seasonal custodial employees. Safety, cleanliness and continued efficiency of operation shall be a major goal at all times.

QUALIFICATIONS:

A minimum of a High School Diploma with demonstrable leadership skills and experience in a supervisory capacity

REPORTS TO:

Director of Business Services and/or District Administrator

ESSENTIAL DUTIES:

- Perform and oversee repair and maintenance of all equipment, buildings and grounds of the District. Recommend to the Director of Business Services or District Administrator the purchase and replacement of maintenance equipment and custodial supplies
- Provide daily maintenance where needed
- Meet on a regular basis with the Director of Business Services or District Administrator to review needed maintenance work and purchase of supplies
- Assign work schedules for custodial staff
- Direct the work of custodial staff
- Present price comparisons and specifications of needed custodial supplies
- Consult the building Principal as to needed maintenance
- Make weekly inspections of all buildings and grounds
- Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel
- Assist in the evaluation of custodial staff
- Maintain necessary records as required
- Coordinate vacation schedules
- Administer the budget for maintenance, grounds, and custodial supplies and equipment
- Implement a program of preventive maintenance
- Understand and implement safety procedures as required by the District
- Perform other duties as assigned

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present

- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Legal Ref: Americans with Disabilities Act of 1990
Cross Ref: Policy 511 (Equal Opportunity Employer)

Adopted: October 27, 2010
Revised: September 28, 2016