

## Head Custodian

<b>DEPARTMENT:</b>	Custodial	<b>REPORTS TO:</b>	Custodian Manager
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full Time	<b>FLSA STATUS:</b>	Non-exempt

### Position Description

The Head Custodian plays a vital role in maintaining a clean, safe, secure, and healthy learning environment for students, staff, and visitors by supervising building custodial staff. This position requires a dedicated individual who takes pride in their work and enjoys contributing to a positive school community.

Task Title	Essential Job Functions	Percent of Time Spent
Cleaning- Interior, Exterior	<ul style="list-style-type: none"> <li>Assist in cleaning of classrooms, offices, restrooms, cafeteria, hallways, and other interior spaces. Take trash outside.</li> <li>Ensure restrooms are stocked.</li> <li>Clean and maintain school grounds. Shovel snow and ice. Empty trash barrels.</li> <li>Respond to staff calls for special cleaning needs.</li> <li>Supervise summer cleaning activities. Assemble furniture, transfer room contents, update locker codes, confer with outside contractors and oversee detailed cleaning projects to ensure the building is properly prepared for the return of students and staff.</li> </ul>	50%
Supervision	<ul style="list-style-type: none"> <li>Supervise building custodial staff and conduct monthly and annual performance evaluations.</li> <li>Manage building custodian's timecards and maintain record of absences.</li> <li>Delegate specific activities and cleaning jobs.</li> <li>Convey district cleaning procedures and provide training for custodians at the building site.</li> <li>Inspect building facilities and custodial cleaning</li> </ul>	15%
Event Setup	<ul style="list-style-type: none"> <li>Plan for the set up for both day and evening activities. Ensure that the area being used is clean and that the necessary paperwork has been completed.</li> </ul>	15%
Material Management	<ul style="list-style-type: none"> <li>Manage and replenish stock of cleaning supplies. Take inventory and order new supplies on a weekly basis to ensure adequate cleaning supplies and equipment are available.</li> <li>Stock cleaning supplies.</li> <li>Deliver packages, furniture, and other items.</li> </ul>	10%

Task Title	Essential Job Functions	Percent of Time Spent
Safety and Security, Monitoring	<ul style="list-style-type: none"> <li>● Ensure that the building is unlocked and locked at the appropriate times so that it is properly secure for students, staff, and the community.</li> <li>● Check the heating and air conditioning systems to ensure they are working properly.</li> <li>● Oversee maintenance of the school building. Call in emergencies and write work orders.</li> <li>● Conduct routine maintenance items (change lights, replace filters, tighten chairs/table).</li> </ul>	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Responsible for supervising department or group of employees at a single site/building
- **Supervisory Activities:** Developing/Training, Directing, Disciplining, Evaluating Performance, Investigating, Scheduling, Approving Timecards
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact team and program

### Qualifications

#### Required

- **Education:** High School Diploma or GED
- **Previous Work-Related Experience:** Three years or more of related experience.
- Ability to lift or carry up to 50 pounds.

### Knowledge & Skills

#### Knowledge

- **Basic:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data
  - Administrative: Administrative and office procedures, functions and basic office tasks
  - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and workorder system.
  - Machines/tools: Machines and tools, including their uses, repair, and maintenance.
  - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.

- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization including the safe handling of cleaning chemicals and materials.
- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
- Customer and personal service: Principles and processes for providing customer and personal services.
- Education/Training: Principles and methods for training design, teaching and instruction, and measuring training effects.
- Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Monitoring, Service Orientation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Writing, Active Listening, Critical Thinking, Management of Material Resources, Management of Personnel Resources, Time Management, Social Perceptiveness, Operation and Control, Operations Monitoring, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Reading Comprehension, Science, Active Learning, Learning Strategies, Coordination, Instructing, Negotiation, Persuasion, Complex Problem Solving, Judgment and Decision-making, Systems Evaluation, Equipment Maintenance, Equipment Selection, Repairing
- **Rarely (Less than 1 hour or 12% of the day):** Management of Financial Resources, System Analysis, Installation, Programming

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Standing, Balancing, Pulling/Pushing, Reaching, Repetitive Motion, Finger Dexterity
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Climbing, Multi-limb coordination, Color vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Sitting

### Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use

common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024