SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ASSISTANT HEAD CUSTODIAN

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Possess thorough knowledge of current materials, equipment, methods and processes used for building maintenance and cleaning.
3. Possess supervisory and interpersonal skills exhibiting the ability to plan and supervise the work of other custodians and work cooperatively with faculty, students and visitors.
4. Possess a basic understanding of mechanical systems and equipment common to school facilities.
5. Exhibit ability to understand the necessity for the safety and security of the building and occupants.
6. Demonstrate evidence of being in good physical health to meet the demands of the position. Requires pre-employment physical/human performance test.
    - Work involves the performance of duties where considerable physical exertion is required.
    - Frequently required to move/transport items weighing up to 50 pounds across the building for various needs.
    - Finger dexterity, sense of touch, gripping with fingers and hands is essential.
    - Constantly moving and positioning self to perform responsibilities of the job, including climbing, stooping, bending, reaching, crawling, etc.
    - Occasionally ascending/descending a ladder to perform required building services.
    - Verbal communicative ability is required in dealing with staff, students, and the community.
    - Ability to multitask and complete tasks/functions in an environment with constant interruptions.

REPORTS TO:
Building administration and head custodian

SUPERVISES:
Full, part-time, substitute or temporary custodians, and cleaning contractors that may be assigned to the building.

JOB GOAL:
Assist the head custodian, direct the utilization of personnel, procedures, and materials in an efficient and effective manner to provide students, staff and visitors with safe, sanitary and reliable facilities.

PERFORMANCE RESPONSIBILITIES:

The assistant head custodian assists the head custodian with the following responsibilities and assumes those duties of the head custodian in his/her absence:

1. Be aware of common safety procedures and correct or report safety hazards to the appropriate authority.
2. Prepare work schedules, assign duties, supervise and evaluate the work of subordinates.
3. Perform and/or direct cleaning, sanitizing, rubbish removal and preservation of all building surfaces.
4. Routinely perform safety checks of furnaces, boilers, HVAC, and life safety equipment.
5. Act as liaison for the building principal regarding cleaning contractors.
6. Maintains cleanliness of walks and grounds. Shovels snow to provide safe passage at doorways and entrance walks.
7. Open and/or close facility including securing building and activating alarm system.
8. Set up and breakdown of furniture/equipment for school activities.
9. Receive shipments and distribute teacher supplies as necessary.
10. Responsible for minor repairs and operating condition of the building.
11. Assist the head custodian in performing routine maintenance to the custodial equipment.
12. Check all emergency lighting, batteries, fire alarms, eyewash, and health and safety inspections as required.
13. Be aware of regulated materials (i.e. asbestos, PCBs, lead, etc.) in the building and be familiar with how these materials are handled.
14. Assist in on-the-job training of new staff on routine procedures.
15. Respond to emergency communications.
16. Perform related work assigned by supervisor.

TERMS OF EMPLOYMENT:

Determined by the working agreement between the Southington Board of Education and the Southington Maintenance Association (AFSCME). A twelve-month work year.

EVALUATION:

Performance of this job will be evaluated annually by the building administration and the head custodian.