Job Description **9.01**
MOORE PUBLIC SCHOOLS

Job Title: **Head Custodian**

Qualifications:

Credentials: **None**
Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: Between 1-3 years of directly related experience at or above custodian.
Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Uses basic addition and subtraction in performance of job.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic labels, charts, diagrams, maps or instruction material.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through extensive experience and/or specialized training.

The most complex tools or equipment necessary to perform satisfactory include: vacuum, scrubbers, and lawn equipment. Must be able to operate equipment and show subordinates how to operate.

Site: **Various**

Reports To: **Director of Custodial Services, Building Principal**

Job Goal (Purpose of Position): Performs lead/foreman-level duties under limited supervision to keep the school clean, order cleaning supplies, assign work to subordinates, set up special programs and oversee the work of others.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has little to no regular public contact other than with members of own staff or district. Interpersonal interaction or communication is required with district staff and children.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to oversee work of subordinates and to motivate them to improved performance. It requires following safety guidelines and policies and seeing that subordinates also follow proper safety guidelines. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are necessary to ensure a safe and efficient operation.

Essential Job Functions:

1. Oversees custodial work on a given shift at a school. Assigns work to subordinate custodial personnel. Trains new employees.

2. Ensures that the school is opened, secure and locked as required.

3. Checks drains, hot water tank and boiler and other electric/plumbing systems to see if they are working properly.

4. Communicates with the opposite shift head custodian and Principal concerning special concerns or work orders that need to be addressed during the shift.

5. Performs other custodial work similar to that in the Custodian's description. Moves furniture as required for various activities.

6. Orders supplies. Inspects equipment to ensure it is clean and in workable condition.

7. Inspects/surveys grounds, building etc. to ensure work is progressing appropriately.

8. Performs other duties as assigned.

9. Subject to being "on call" as needed for emergency.

Supervision exercised: An incumbent is a lead worker over several custodians with the responsibility to correct mistakes, to provide new employee training, and to answer routine/standardized procedural questions. Reports problems outside of normal procedures to supervisor. More than 50% of the time the employee is doing custodial type duties.

Physical/Mental Requirements and Working Conditions:

Due to the nature of the task and the availability of job restructuring, some of these physical requirements may have to be reviewed on a case-by-case basis.

In a workday, the employee must stand/walk 7 hours per day. Employee's job requires frequent bending/stooping; occasional squatting/crouching; occasional crawling/kneeling; occasional climbing (height 6 feet to change lights); occasional reaching above shoulder; frequent pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds to carry school furniture, books, trashcans, etc.

Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate buffers, vacuums, mowers, edgers, etc.

Employee must possess hearing/speaking ability to communicate with staff, avoid danger, and provide instructions.

Employee must have mental requirement to handle stress of managing or supervising other employees and get the work done through others.

Employee's job requires working on unprotected heights (ladders to roof); Use of/close to machinery (mowers, scrubbers); working in the outdoors with temperature changes; exposure to toxic gas, dust, fumes, gases.

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category C - Elementary
Category D - Junior High
Category E - High School

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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