Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Head Custodian
Schedule / Grade: Custodian
Job Code: ##FCSRV606
FLSA: Non-Exempt
Calendar: ADSUP-Hourly
Benefits: Eligible (60 Day Wait) (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 02/18/2020

PURPOSE

The Head Custodian is a working supervisor who coordinates and supervises the custodial and maintenance infrastructure care of an assigned building. The head custodian also aids with school programming needs for the administration, faculty, staff, and students.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Supervisor of building custodians and assignment of duties
- Create schedule for all cleaning duties of the building
- Ensure security of the building
- Set-up/take-down of tables, chairs, and other equipment, for school functions and other events
- Available for extra hours, In order to meet building requirements.
- Monitor and operate heating and air conditioning systems
- Perform activities necessary for keeping the buildings open, comfortable, and safe
- Courteous interaction with teachers, staff, students and users of the building
- Identify and report building repair/maintenance needs

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position,

and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Director of Custodial Services, Area Supervisor
Supervises: Building custodial staff

QUALIFICATIONS

Minimum: Must have knowledge of carpet, tile and concrete floor maintenance; Must have knowledge of restrooms, shower and locker room maintenance; Must be a self-starter, a good communicator and able to motivate fellow workers; Must be able to follow written and oral instructions; Must enjoy working with people of various backgrounds; Must have general knowledge of cleaning and servicing of custodial equipment; Must be able to bend, twist, squat, climb and lift 50-60 pounds; Ability to understand and follow written and oral instructions related to work assignments; Knowledge of the safe use of supplies and equipment; Knowledge of, or willingness to learn, building cleaning and maintenance procedures; Ability to maintain a cooperative and positive relationship with other people.

Preferred: High School diploma and supervisory experience in same or related field. Two years custodial experience with Columbia Public Schools or equivalent preferred.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as safety rules, training manuals, and instructions; Communicate direction and instruction to custodial staff, both verbally and in writing; Prepare written reports; Speak one-on-one and in small groups. These are essential functions of the job.

Computation: Perform basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations. These are essential functions of the job.

Reasoning: Interpret and execute a variety of instructions furnished in written, oral, diagram or scheduled form. These are essential functions of the job.

Technology: This position requires basic computer skills. These are essential functions of the job.

Other Skills and Abilities: Demonstrate strong interpersonal communication skills; Present a positive image to staff, faculty, administrators, students, and community. These are essential functions of the job.

Physical Demands: While performing these duties, the employee is regularly required to move about, hear and speak; Must have close moderate and distance vision ability; Must be able to communicate in noisy environments such as construction sites and over machine noise; Must be able to stoop lift, dig, and push/raise objects; Must be able to exert between 20-50 pounds of force on a regular and recurring basis and between 50-100 pounds of force on an occasional basis. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position; The person holding this position must be available for emergency clean up or maintenance of building or area(s) outside of regular work hours. These are essential functions of the job.

Conditions and Environment: The position is exposed to bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; fumes and/or noxious odors; chemical cleaners/solvents, moving machinery; electrical shock; and body fluids/disease/pathogens; While performing the duties of this job the employee regularly works indoors and occasionally works outdoors; The noise level of the work environment is usually moderate but can occasionally be loud. These are essential functions of the job.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer