

Canfield Local Schools Job Description

Position: Head Custodian

Reports to: Building Principal

Employment Status: Twelve Months

Description: The Head Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner.

NOTE: The below lists are not ranked in order of importance

Specific Responsibilities:

1. Ensure a safe and clean environment for students and staff. Follow all safety rules and regulations of the school district.
2. Refer all major problems concerning personnel, to the building principal and all supplies and repairs to the business manager.
3. Maintain an accurate inventory of cleaning materials and supplies.
4. Instruct custodians and substitute custodian on the use and storage location of equipment, tools, cleaning supplies, maintenance supplies, and repair parts of any kind.
5. Train custodian and substitute custodians on work assignments within the building.
6. Evaluate the work performance of all employees under his/her charge and enforce the rules and regulations governing the proper performance of their duties. Report these evaluations to the building principal.
7. Keep sidewalks and all entrances to the building free of snow and other debris and/or salted when icy conditions exist.
8. Responsible for receiving, checking, and storing all custodial supplies that are received.
9. Keep the building at a safe temperature during the heating season, with particular attention given to weekend temperature, days following a holiday and Monday mornings.
10. Enforce all rules for safe boiler room practice.
11. Certify all time sheets and see that they are properly marked before they are handed in for payroll.
12. Check all playground and outside equipment on a regular basis, repair any piece of equipment that is found to be unsafe, rake mulch on a regular basis and report all unsafe equipment and places out of use to the business manager, until proper repairs are completed.
13. Inform temporary and substitute workers how to properly carry out the various cleaning jobs to which they are assigned.

14. Repair furniture, equipment and windows as time permits. Lubricate locks and doors on an as need basis.
15. Requisition supplies and repair parts.
16. Request repair work by Maintenance Department, perform minor plumbing: clean out p-trips, rebuild flush valves, replace faucets, minor electrical: change light bulbs, change outlets and switches, and reset clocks when necessary.
17. Maintain or supervise the maintenance of lawns.
18. Inspect roof on a regular basis, keep roof and drains free of debris.
19. Engage in or supervise the sanitizing of cafeteria, restrooms and shower areas.
20. Engage in or supervise projects; i.e., wall washing, desk cleaning, window cleaning and painting.
21. Maintain security of school building. Report all problems which may require special skilled workmen.
22. Clean up and disinfect containments, including blood and body fluids, as needed.
23. Attend work regularly as scheduled.
24. Perform other duties associated with custodial services as designed by the building principal.

Minimum Qualifications:

- BCI&I and FBI check
- High School Diploma preferred

Required Knowledge, Skills, Abilities:

- Five years custodial experience preferred for Junior and senior High Two years custodial experience preferred for elementary level
- Possess mechanical ability
- Ability to communicate and supervise other employees.
- Ability to assume responsibility and work cooperatively with others.

Physical Requirements:

Possess physical characteristics and the physical ability to perform the functions of the position, including lifting, climbing ladders, and moving throughout the building.

Exposure to blood borne pathogens and bodily fluids – Class I (high probability of exposure occurrence)

Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to work on all school days except calamity days

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be

required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

6/2003