



Position: Head Custodian

Reports to: Maintenance Supervisor and/or 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

Essential Functions

Ensure safety of students and employees
Perform minor repairs, including, but not limited to, electrical repairs, wood repairs, painting, and metal repairs
Maintain building security system
Maintain playground equipment
Operate and perform routine maintenance on the heating system
Operate and maintain the waste and sewage system
Maintain school grounds and landscape in conjunction with grounds crew
Maintain an accurate inventory of all custodial equipment, materials, and supplies
Order needed equipment, materials, and supplies

Remove snow from school sidewalks/entry areas
Mow lawn
Maintain a clean, safe and neat boiler room
Sweep, vacuum, mop and wax floors
Empty and clean waste paper receptacles, trash pails, and pencil sharpeners
Remove cobwebs, clean windows and chalkboards
Polish furniture and woodwork as necessary
Check boiler room nightly and HVAC operation daily
Clean and maintain custodial equipment and materials
Clean and sanitize restrooms
Clean all water coolers
Clean hallway glass display cases
Clean school lounges
Clean locker rooms
Assure that bushes and trees are trimmed to maintain healthy and neat appearance
Assist supervisor/administrator in formulating the holiday and weekend building checklist

Act as liaison between custodians and the supervisor and/or administrator
Assist supervisor in developing summer maintenance list and summer painting list
Supervise custodial staff in building
Make custodial assignments for extra duty events, e.g., sporting or extracurricular events
Schedule time to clean school buildings
Perform maintenance on school buildings
Make contacts with the public with tact and diplomacy
Interact in a positive manner with staff, students and parents
Promote good public relations by personal appearance, attitude and conversation
Attend meetings and in-services as required
Secure building during shift unless alternative arrangements have been made due to an outside or extra-curricular activity
Check all outside lights and make sure they are in working order
Check all buildings for cleanliness and for anything that is not in working order, e.g., plumbing
Make safety and health issues a primary concern
Ensure staff follow all required safety policies and procedures
Establish inspection schedules for building and share information with Principal

Work with staff to improve district services
Monitor cost of supplies and replace as needed
Make time for staff to discuss any concerns
Ensure budget is in balance and inform District Maintenance Supervisor if applicable
Maintain respect for confidential information, e.g., police reports, bid procedures
Set up and Tear down for after school events
Maintain clean roof drains
Maintain window/door operation
Open school buildings daily as applicable

Other Duties and Responsibilities

Serve as a role model for students
Respond to routine questions and requests in an appropriate manner
Perform other duties as assigned by Superintendent

Required Knowledge, Skills, and Abilities

Ability to work effectively with others
Ability to communicate ideas and directives clearly and effectively both orally and in writing

Effective, active listening
Organizational and problem-solving skills
Training in cleaning up and disposing of bloodborne pathogens
Training in the proper care and storage of chemicals, e.g., OSHA/PERRP training
Ability to read and understand verbal and written instructions, written warnings and labels
Ability to work alone with little direction
Basic computer skills
First aid skills
Basic knowledge of boiler room operation, steam boilers, force air boilers and hot water boilers, carpentry, plumbing, electrical and minor maintenance repair

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.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

The Canfield School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.