

<p>Huntingdon Area School District</p> <p>2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652</p>	<p>Head Custodian Date Board Approved March 20, 2023</p>
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Title: Head Custodian

Reports to: Building Principals and Supervisor of Building and Grounds, Building Operator or designee.

Job Summary: The primary function of the Head Custodian is to maintain a clean, safe and pleasant environment. Must possess leadership qualities to oversee a team of Custodial Staff. Must be Capable of organizing and setting up areas for activities. The Head Custodian must be willing to communicate and cooperate with staff and the public.

Supervisory Responsibilities: Directing the activities of Second Shift Custodial Staff

Duties and Responsibilities:

Leadership Functions

- Must be able to work with the public and assist in the scheduling of extra curricular events involving building usage
- Must be able to assist the Building Operator in finding coverage for daily absences
- Must be able to organize and prepare the cleaning program for the summer
- Must be able to organize and direct Custodians regarding the evening cleaning schedule for 2nd shift workers.

Cleaning of Restrooms

- Clean restrooms daily.
- Sweep and wet mop floors with a Quat-stat disinfectant product.
- Wash urinals and commodes with restroom cleaner using a toilet brush on the interior of the fixture. Remove urinal screens while cleaning urinals with the brush. (This brush is to be used for urinals and commodes only)
- Wash the exterior of all fixtures (sinks, urinals and commodes) with restroom cleaner and dry with a clean rag. (These rags are not to be used on water fountains or tables)
- Clean mirrors with glass cleaner.
- Remove all graffiti on walls and/or partitions.
- Fill all toilet paper, hand towels and soap dispensers as needed.
- Empty wastebaskets.

Cleaning of assigned halls

- Dust mop daily.
- Wet mop as needed.
- Vacuum walk-off mats daily.

Cleaning of assigned classrooms

- Vacuum entire carpeting daily moving chairs, etc.
- Dust mop tile floors daily. Wet mop as needed or directed.
- Empty wastebaskets and pencil sharpeners daily.
- Clean chalkboards daily.
- Remove any graffiti from walls and desks immediately.
- Wash student's desktops daily with a Quat-stat disinfectant product.
- Wash classroom sinks daily.
- Align classroom furniture.
- Dust window sills and furniture a minimum once per week or as needed with a duster or rag.

- Dust computer screens once a week with a duster.

Other duties

- Clean/service univents and air handlers as requested
- Check all windows and doors to ensure the building is safe/secure.
- Replace all lights in the assigned area.
- Set up and tear down all equipment necessary for extra curricular activities.
- Remove snow and ice from sidewalks, pavement and entrances and other plowing that may be assigned. (skid steer, tractor, snow blower and plow truck).
- Mow and trim grass and maintain the landscape around the building.
- Police the exterior of the building for trash on a daily basis.
- Notify the Building Operator of any maintenance/safety needs identified.
- Assist other School District personnel when needed and perform other duties as may be assigned.

Qualifications:

- Must be able to effectively communicate through multiple channels of communication.
- Must be willing to communicate and cooperate with the staff and public
- Must be able to multitask and work independently

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies weighing up to 50lbs
- Ability to walk/move throughout the work environment
- Ability to work in all weather conditions
- Must be able to stand for extended periods of time

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Follow written and verbal directions
- Read and write fluently
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment
- Posses conflict mediation skills

Terms of Employment: 260 days

Salary and benefits:

Salary to be determined by Pennsylvania Social Services Union, Local 668, SEIU contract

Evaluation: Annually by Supervisor