

## TITLE: HEAD CUSTODIAN

### QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Is familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

### PRIMARY RESPONSIBILITY TO Principal/Facilities Director

### JOB SUMMARY

To provide students and staff with safe, clean, and comfortable school environment.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Inspecting Facilities and Readyng them for Use

1. Open the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned on
2. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. Replace HVAC filters as needed
5. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the Facilities Director. **The preventative maintenance program should include but is not limited to:**
  - Plumbing
  - Electrical and Lighting

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- Drywall
- Doors
- Roof Leaks

6. Move furniture or equipment within the building as required for various activities and as directed
7. Available for after hour calls for unexpected occurrences

#### Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day, and during the day when their condition requires it
3. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
5. Clean the cafeteria dining areas after use
6. Clean all windows on both the inside and outside as scheduled
7. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
8. Assists in inspection of building and grounds monthly
9. Keep maintenance closets in a clean and tidy condition
10. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

#### Grounds maintenance

1. Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Shovel, snow blow, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary
3. Display the U.S. flag during school hours on days when school is in session
4. Perform grounds chores including litter removal around exterior of school fences, etc.
5. Working knowledge of school irrigation shut offs and timers
6. Perform summer work to include such tasks as cleaning out rain gutters and painting

#### Other

1. Communicate information and needed repairs to staff for further follow up or repair
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Keep maintenance closets in a clean and tidy condition

6. May be required to wear a standard uniform selected by the district for security purposes
7. Remain on school premises for entire shift
8. Keep an inventory of supplies and equipment and inform the Facilities Director of replacements in advance of need
9. Responsible for proper equipment maintenance; vacuums, floor machines, and extractors
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated annually by Facilities Director with input from the Building Principal in conformance with federal and state law, administrative rules, and Board policy.

Legal Reference:      I.C. § 33-512                      Governance of Schools  
                                 I.C. § 33-1210                      Information on Past Job Performance