

**CHARDON LOCAL SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** HEAD CUSTODIAN

**File 602**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Supervises and participates in the delivery of custodial services. *NOTE:* Skill sets and autonomy vary by position. Classification, contract duration, wage rate, work schedule, benefits eligibility, etc., are delineated in the board authorized employment contract.

**Minimum Qualifications:**

- High school diploma or GED. Job skills verified by training and/or work experience.
- Specialized equipment operator certifications may be required.
- Ability to manage compliance with environmental, health and safety regulations.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Effective leadership, communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Exhibits basic computer proficiency or commitment to acquire job-related technology skills.
- Valid driver's license. Qualified to be covered by the district's insurance carrier. Valid Commercial Driver's License (CDL) is advantageous.

**Physical Demands:** Duties require lifting/moving materials weighing up to fifty pounds and moving up to one hundred pounds with a two wheel hand truck, operating power equipment, using hand tools and working from ladders, scaffolds or mechanical lifts.

**Essential Functions:**

**1. Helps manage custodial services. Actively monitors, instructs and empowers assigned staff. Identifies opportunities to improve department productivity.**

- Prioritizes tasks. Completes assignments within required time-frames.
- Manages accurate data collection and timely processing of paperwork.
- Monitors/facilitates department compliance with all pertinent laws and regulatory standards.
- Assists with department orientation and training programs.
- Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Develops effective solutions for work-related problems.
- Uses technical and manual skills to maintain the appearance and cleanliness of district property.
- Routinely checks custodial equipment to ensure it is operational and available when needed.
- Makes minor repairs when qualified by training and/or work experience to the building's mechanical systems i.e. lighting, locks, door closures, switches, faucets, and toilets. Operates, maintains and repairs the building's heating, ventilation and air conditioning equipment.
- Recommends equipment improvements based on safety standards and district performance goals.
- Maintains a sufficient inventory of essential supplies to ensure reliable service levels.
- Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
- Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans, sanitizes and re-supplies toilet rooms. Cleans glass, display cases, etc. Cleans/sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats and runners. Strips, waxes and buffs tile floors.
- Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
- Reports substandard conditions that may affect building operations (i.e., electrical/mechanical equipment, heat, lights, plumbing, structural components, ventilation, water leaks, etc.) using the electronic maintenance and facilities use programs.
- Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
- Maintains and oversees the school premises, playgrounds, fences, landscaping, shrubbery, weed flower beds, trim lawn.
- Monitors building security. Makes sure the building is properly secured and the doors and windows are locked. Assists community groups as directed. Directs visitors to the office.
- Assists with special event preparation and clean-up activities as directed.
- Documents injuries that require treatment.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Cultivates community relationships that promote strong public support for the district.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Keeps informed about workplace safety procedures. Initiates action to manage risks.**

- Helps update and implement a comprehensive school safety/emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Implements workplace initiatives that advance organizational goals.

**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

**Working Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.