

**LIMA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION ADDENDUM**

**Title:**                   **HEAD CUSTODIAN**

**File 606**

**Reports to:**           Building Principal and Supervisor of Custodial Services

**Job Objective:**      Coordinates and performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

*NOTE: This addendum describes auxiliary responsibilities added to another primary job assignment. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs.*

- Minimum Qualifications:**
- Current employee under contract with the Lima City School District.
  - High school diploma. Post-secondary training in a trade is desirable.
  - Skill/experience in boiler operations, preventive maintenance, and basic repair procedures.
  - Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).
  - Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
  - Holds or is qualified to obtain a pesticide application license if needed.
  - Ability to lift eighty pounds and physically manage bulk products and heavy unwieldy equipment.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Assigns and supervises custodial crews. Ensures the equitable distribution of workloads. Helps assigned staff meet established schedules. Provides for coverage during staff absences. Takes the initiative to perform routine tasks independently.
  - Keeps the supervisor of plant operations informed about emerging issues.
  - Provides staff leadership. Promotes teamwork and a safe, efficient, and effective work/learning environment. Implements plans to accomplish organizational objectives. Helps resolve problems.
  - Helps the supervisor of plant operations develop short/long-range program recommendations.
  - Shares knowledge about advances in operational procedures and equipment technology.
  - Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
  - Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
  - Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
  - Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
  - Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
  - Documents all injuries that require medical attention.
  - Prepares and submits reports, records, and inventories as directed.
  - Picks-up and delivers equipment, materials, and other supplies as directed.
  - Checks daily schedule and coordinates preparation and clean-up activities for building events.
  - Assists other staff as needed to deal with unexpected or urgent situations.
  - Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).

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