

**Boardman Local Schools**  
**Classified Job Description**

**Assistant Head Building Custodian**

**Reports to:** Supervisor Building and Grounds/Building Principal

**Evaluate by:** Supervisor Building and Grounds

**Employment Status:** 261 Days – 8 hrs

**FLSA Status:** Non-exempt

**Description:** The Assistant Head Building Custodian is responsible for the condition of the school building. It is the function of the Assistant Head Building Custodian to assume the responsibility of the building in the absence of the Head Building Custodian. It is also the Assistant Head Building Custodian's function to help create and maintain "Espirit DeCorps" among the workers and to provide a safe, clean environment for students, staff and the public. The Assistant Head Building Custodian supervises non-teaching employees assigned to the building and is directly responsible to the Head Building Custodian, the Building Principal and the Supervisor of Buildings and Grounds.

**Note:** The following lists are not ranked in order of importance.

**A. Qualifications:**

1. Good physical condition
2. Pleasing personality
3. Must be well mannered, courteous and use diplomacy while performing duties
4. Maintain dress and appearance fitting to the responsibilities within the Boardman School system
5. Must be of good character and morally above reproach in conduct and contact with teachers, administrators and students of all ages
6. High School graduate or equivalent in experience or training
7. Must currently have and maintain a low pressure boilers license
8. Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate
9. All non-licensed school employees must submit fingerprints for both the BCI and FBI background checks. The checks for non-licensed employees must be redone every five years. All employees must have a TB test.

**B. Core Functions:**

1. Ensure safety of students
2. Promote good safety practices and procedures
3. Use sick, personal, vacation, and professional leaves in accordance with school policy
4. Exhibit consistency in daily work attendance and conforming to work hours (attendance)
5. Exhibit interest and enthusiasm toward work including a willingness to accept suggestions and written rules, and loyalty to the school system (positive attitude)
6. Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command
7. Exhibit promptness and diligence in the performance of all work related duties
8. Exhibit proper use, care and custody of Board owned equipment, supplies and facilities.

**C. Essential Functions:**

1. Establish a daily work routine necessary to open and close the building
2. Have a boiler operator license and be knowledgeable in the operation and maintenance of boilers.
3. Check with building principal as to any special orders for the day
4. Take care of any notes or requests left by night shift
5. Visit main office area for problems, notices in mail box, interschool mail, etc.
6. Deliver parcels or postal packages to office workroom and department work rooms
7. Help Head Custodian with any repairs, when needed
8. See that cleaning staff or custodians reporting off are replaced with sub, or if not possible, inform Night Building Operator of his or her absence. Substitutes should be called by 9 a.m., if possible

9. See that flag is raised every school day.
10. Establish together with the Head Custodian and the Supervisor of Buildings and Grounds, cleaning and work schedules for custodians, cleaning staff, and student helpers assigned to building
11. Maintain supplies on the basis of perpetual inventory
12. Clean and maintain custodian equipment and materials
13. Receive, check and store items delivered to the building and report any discrepancies to the Operations Office
14. Assist in establishing the summer, holiday and weekend maintenance and building checklist
15. During opening and closing of the building, check and prepare controls for water, electric, lights, heat, cooling facilities, doors, and windows and other openings and entrances
16. Perform and/or supervise employees to sweep, clean, mop, wash, wax, dust, wipe or vacuum all surfaces to maintain the building and grounds
17. Maintain the building by emptying wastebaskets, disposing of trash, replacing light bulbs and fluorescent tubes, paper, towels, tissue, soap and other supplies
18. Perform seasonal duties such as mowing grass, trimming shrubbery, raking leaves, shoveling snow, salting, sprinkling lawn, cleaning up litter and generally maintaining grounds
19. Make minor carpentry, electrical and mechanical repairs, paint rooms and equipment, repair furniture, and make minor plumbing and roof repairs
20. Promote good public relations by personal appearance, attitude and conversation
21. Interact in a positive manner with staff, students and parents
22. Cooperate with state and local inspectors, e.g. boiler, fire, health, elevator
23. Check all outside lights and make sure they are in working order
24. Check all areas, including roof, for cleanliness and for anything not in working order. Repair or report, if necessary, to Supervisor of Buildings and Grounds
25. Responsible for playground areas, i.e. properly prepared and maintained for recess, emergencies, drills
26. Ensure staff follow all required safety policies and procedures
27. Work with staff to improve district services
28. Maintain respect for confidential information
29. Check building to assure maximum security
30. Tour building periodically and remain alert for any dangerous, hazardous condition, i.e. asbestos, or items in need of maintenance
31. Set up equipment and furniture for special events and use of building for school and community functions
32. Maintain time sheets and other paperwork as requested by Supervisor of Buildings and Grounds
33. Oversee work schedules of custodial and cleaning staff and direct the work in a prompt and efficient manner
34. Pass on specific oral and/or written instructions for assignments to other custodial employees
35. Assist Supervisor of Buildings & Grounds in evaluating custodial staff

**D. Other Duties and Responsibilities:**

1. Serve as a role model for students
2. Establish and maintain effective working relationships with other employees and building occupants.
3. Operate and perform routine maintenance on the heating systems
4. Perform all routine maintenance as required
5. Assist with major repairs as assigned
6. Assist in control of all custodial tools and supplies
7. Assist work crews on assigned tasks

**E. Required Knowledge, Skills, and Abilities:**

1. Ability to supervise custodial staff assigned to building and meet and get along with the general public
2. Knowledge of the operation and maintenance of low pressure boiler equipment and other mechanical equipment necessary for the operation of a school plant
3. Good knowledge of building maintenance and cleaning practices, knowledge of custodial supplies and equipment and the ability to use them economically and efficiently
4. Training in cleaning up and disposing of blood borne pathogens
5. Training in proper care and storage of chemicals e.g. OSHA, PERRP, AHERA training, etc
6. Basic knowledge of grounds care
7. Ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs
8. Ability to work alone with little direction, independently
9. Ability to understand, give and follow oral and written directions
10. Basic computer skills
11. Basic first aid skills
12. Willingness to perform custodial tasks with dependability and thoroughness

13. Organizational and problem solving skills
14. Ability to read and understand written warnings and labels
15. Knowledge of air compressors/thermostats
16. Working knowledge of assigned building and alarm systems
17. Must be knowledgeable in the correct way to repair a variety of materials
18. Effective, active listening skills

**F. Equipment Operated:**

Various hand and power tools including, but not limited, to the following:

1. Vacuum cleaners
2. Wet and dry vacuum
3. Floor waxing machines, floor scrubbers, buffers
4. Ladders and scaffolds
5. Lawn equipment, snow blowers
6. Plumbing tools, electrical tools
7. Handcarts, trucks
8. Snow removal and landscaping equipment
9. Telephone
10. Wet/dry mops and brooms

**G. Additional Working Conditions:**

1. Occasional exposure to blood, bodily fluids, and tissue
2. Frequent requirement to work near moving mechanical parts
3. Occasional requirement to work in high places
4. Occasional exposure to outdoor weather conditions
5. Occasional exposure to dangerous chemicals, toxic or caustic
6. Frequent exposure to loud noises
7. Occasional requirement to work beyond the regular workday
8. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
9. Frequent requirement to lift, carry, push, pull various supplies and equipment up to max 65 lbs. or 300 on wheels
10. Preparedness to come to work on all scheduled workdays, including calamity days
11. Occasional interaction among unruly children
12. Frequent climbing of ladders and stairs
13. Frequent excessive standing, e.g. to perform repairs, etc.
14. Frequent requirements to walk in excess of 2-3 miles per day
15. Frequent repetitive hand motion

## H. Summer Work - Cafeteria

It is the responsibility of the Assistant Head Building Custodian to assure that the following work is accomplished by August 15<sup>th</sup>.

1. Check and repair as required all faucet seats, washers, sprayers, drains, traps in kitchen and dish room
2. Make certain all pilots are lit to prevent rust
3. Oil moving parts of food mixers
4. Put vegetable oil in dishwasher drains and in disposers
5. Scrub hood over ovens and steamers and kettles
6. Wash all walls in kitchen, windows and screens
7. Clean by vacuuming or blowing out all refrigerator freezers and cooler coils and compressors, also water cooler fountains throughout the building.
8. Clean out all sewer covers, drain strainers and grease traps
9. Scrub cooler under all platforms and shelves, and clean freezer
10. Scrub stock rooms and wax
11. Scrub floors under all counters, kettles, steamers and ovens in kitchen and dish rooms
12. Clean all fans, light fixtures and diffusers as necessary
13. Make all necessary repairs

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.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have met with and reviewed the above job description with the employee.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

Adoption date: