

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	HEAD CUSTODIAN	File: 603
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Coordinates work crew assignments and performs custodial duties	
Minimum Qualifications:	<ul style="list-style-type: none"> • High school diploma. Post-secondary training in a trade is desirable. Custodial and basic maintenance skills substantiated by training/work experience. • Ability to perform physically demanding work that includes lifting and moving heavy items. • Collects, records, and maintains data accurately. Applies basic mathematical concepts correctly. • Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful critical-thinking skills. • General building systems knowledge (e.g., HVAC, fire suppression, security, communication, etc.). • Investigates/interprets information accurately. Evaluates options thoroughly. Develops cogent responses to address concerns. • Maintains a valid driver’s license. Commercial (CDL) license is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district’s insurance carrier. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
NOTE	May be reassigned to assist with custodial tasks at other buildings as needed.	
Essential Functions:	<p>1. Implements and manages building-level custodial services. Consults with administrators to evaluate services and identify opportunities for improvement.</p> <ul style="list-style-type: none"> a. Supervises department staff. Assumes responsibility for the results of duties delegated to staff. b. Performs regular inspections of buildings, grounds, and equipment. c. Checks daily schedule to find out if a school activity requires preparation or clean up. Assists with the set-up and tear down of assigned events as needed. d. Provides staff leadership. Engenders staff enthusiasm/teamwork. Helps resolve problems. e. Ensures the equitable distribution of workloads. Ensures that essential services are maintained during staff absences. Helps staff meet established schedules. f. Plans/implements strategies to ensure tasks are completed within required time-frames. g. Performs assigned custodial duties: Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners. h. Monitors inventories and reorders custodial supplies to maintain reliable service levels. i. Helps with the receipt of deliveries. Inspects packages. j. Reads/complies with Material Safety Data Sheet (MSDS) information. Ensures that supplies are labeled/stored properly. Participates in occupational safety/health training as directed. k. Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports personal injuries that require treatment to a supervisor. l. Performs minor repairs. Avoids disrupting building/program activities except during emergencies. m. Keeps administrators/supervisors informed about emerging issues. Reports problems/unsafe conditions (e.g., leaks, noises, structural defects, unusual odors, etc.). n. Places found items in the lost and found storage area. 	

	<ul style="list-style-type: none"> o. Assists with the pick-up and delivery of equipment, materials and other supplies as directed. p. Reports traffic citations, accidents, or damage that occurs during performance of assigned duties. q. Anticipates fire, health and safety inspections. Maintains clear routes for emergency egress. r. Protects district property. Ensures that assigned work areas are secured at the end of the shift. s. Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office. t. Reports vandalism, graffiti, equipment malfunctions and other concerns. u. Beautifies outdoor grounds. Removes snow, salts sidewalks, maintains playground and/or greenspace.
	<p>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none"> a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team. b. Contributes to an effective and positive work/learning environment. Completes all assigned duties. c. Maintains a professional appearance. Wears work attire appropriate for the position. d. Helps students understand/embrace ethical conduct and democratic values. e. Respects privacy and maintains the confidentiality of privileged information. f. Maintains an acceptable attendance record and is punctual. g. Strives to develop rapport and serve as a positive role model for others. h. Takes the initiative to perform routine tasks independently. i. Shows an active interest in the academic/personal development of students. j. Supports community participation in school-sponsored events and activities.
	<p>3. Maintains open/effective communications.</p> <ul style="list-style-type: none"> a. Prepares/maintains accurate records. Submits required paperwork on time. b. Provides prompt notification of personal delays or absences. c. Refers district policy interpretation questions to appropriate administrator(s). d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully. e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating f. Participates in staff meetings, trainings, and other required school activities. g. Keeps informed about program/procedure changes. h. Seeks clarification when expectations are unclear.
	<p>4. Pursues opportunities to enhance professional performance.</p> <ul style="list-style-type: none"> a. Keeps current with advances in technology associated with work assignments. b. Maintains applicable credentials. Complies with all state licensure requirements. c. Works toward mastery of individualized development/performance goals as directed. d. Attends meetings, in-service programs, and trainings as directed.
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <ul style="list-style-type: none"> a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect. b. Responds to emergencies following the district's emergency preparedness/crisis response plan. c. Provides appropriate supervision and maintains high expectations for acceptable student behavior. d. Monitors for situations that may indicate a problem. e. Notifies appropriate administrator(s) of potential problems.
	<p>6. Performs other specific job-related duties as directed</p> <ul style="list-style-type: none"> a. Assists with unexpected/urgent situations as needed. b. Helps implement workplace initiatives that advance district goals.
Working Conditions:	<p>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes.

	<ul style="list-style-type: none"> • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces. • Exposure to blood-borne pathogens and communicable diseases. • Interacting with aggressive, disruptive, and/or unruly individuals. • Lifting, carrying, and moving work-related supplies/equipment. • Operating and/or riding in a vehicle. • Traveling to meetings and work assignments 	
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.	
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.	
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>		Revised 2021