

TITLE:	Head Custodian	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Campus Administrator or Designee	TERMS:	238 Days
DEPARTMENT:	Custodial	PAY GRADE:	AX3 - Elem / AX4 - Secondary

PRIMARY PURPOSE:

To maintain the grounds, buildings and equipment in such a state of excellence that they provide students and faculty with a safe, attractive, comfortable and efficient place in which to work, learn and play.

QUALIFICATIONS:

Special Knowledge/Skills:

Ability to read and understand operating instructions and write reports
 Ability to lift and transport 70 pounds over a distance of 10 feet without assistance
 Ability to manage, budget and supervise personnel
 Ability to communicate effectively (both verbally and in writing)

Experience:

Acceptable skill/experience in performing a wide variety of tasks requiring an understanding of and proficiency of custodial tasks
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Supervises:

Custodial Personnel

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may be working with cleaning agents. The employee is required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision.

Essential Functions:

1. Maintain the general cleanliness and safety of classrooms, auditorium, gymnasium, corridors, offices, restrooms, outside entrance areas and other areas of the school. Maintain a graffiti-free facility.
2. Coordinate with supervisor in establishing a list of and schedule for accomplishing specific custodial tasks.
3. Keep informed of and comply with all district regulations and policies concerning personnel management.
4. Supervise campus custodial personnel in their daily assignments.
5. Maintain and assure the accuracy of time records for all personnel assigned
6. Develop training options and/or improvement plans in the development of staff to ensure the best operation of the department
7. Evaluate job performance expectations of assigned maintenance personnel in accordance with district guidelines
8. Promote, follow and maintain high standards for safety and good housekeeping in all working conditions



9. Order custodial supplies and equipment and keep an adequate amount of custodial supplies available at the campus. Restock restroom areas, as necessary.
10. Prepare for the use of educational facilities for outside groups and organizations in accordance with Board policies.
11. Successfully interact with district employees, parents, students and district patrons. Establish and maintain public relations efforts designed to enhance the image of the position.
12. Responsible for the maintenance and accuracy of information regarding inventory of fixed assets (e.g., machines and equipment with serial numbers) assigned to custodians.
13. Establish and maintain the campus key inventory control.
14. Maintain control of all unassigned keys to the campus locks
15. Maintain current and accurate documentation listing of personnel who have been assigned keys
16. Observe all safety rules and keep work area clean and orderly at all times.
17. Meet regular and predictable attendance requirements.
18. Maintain confidentiality of information.
19. Perform other duties, as assigned by supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date