

Role Description

HEAD CUSTODIAN

QUALIFICATIONS:

1. High School diploma or G.E.D
2. One to two years of custodial experience
3. More than one year's experience can be substituted for education requirement
4. Abilities commensurate with responsibilities

REPORTS TO:

Director of Maintenance

SUPERVISES:

Custodial staff in assigned building

JOB GOAL:

To maintain a clean, safe environment for staff and students to work and learn.

PERFORMANCE RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Interacts in a positive manner with the Director of Maintenance, building principal and staff.
2. Understands the operation of the building; e.g. fire alarm system, boilers, electrical system, HVAC, and well system.
3. Performs repairs of a minor or routine nature in and around assigned building.
4. Responds to emergency situations during school hours, as well as nights and weekends, including snow removal.
5. Maintains cafeteria before, during, and after lunches.
6. Understands and be able to perform all duties of a custodian.
7. Trains and supervises personnel in the safe operation of equipment and performance of their job.
8. Delegates work as necessary.
9. Alerts the Director of Maintenance if cleaning of the building by custodial staff is unacceptable.
10. Understands the correct use of all cleaning chemicals.
11. Maintains inventory control of cleaning supplies and equipment.
12. Monitors the use and performance of cleaning equipment and recommends repair or replacement of such.
13. Organizes and schedules personnel for special events and use of facilities.
14. Distributes school supplies to classrooms and offices as requested.

15. Alerts the Director of Maintenance to problems that are beyond his/her ability to correct, using a work order or by telephone in the case of an emergency.
16. Makes suggestions for the improvement of the facilities for the safety of staff and students and the efficient operation of the building to the Director of Maintenance.
17. Communicates on a daily basis with the lead custodian regarding any outstanding building issues or calendar of events at the assigned school.
18. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Days contracted as per Master Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

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|----------------------------------|-----------------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Frequently required |
| 3. Lift 25 to 50 lbs.: | Frequently required |
| | Assistance may be available |
| 4. Lift over 50 lbs.: | Rarely required |
| | Assistance may be available |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Frequently required |
| 7. Carry 26 to 50 lbs: | Frequently required |
| | Assistance may be available |
| 8. Carry over 50 lbs: | Rarely required |
| | Assistance may be available |
| 9. Reach above shoulder height: | Frequently required |
| 10. Reach at shoulder height: | Frequently required |
| 11. Reach below shoulder height: | Frequently required |
| 12. Push/Pull: | Occasionally required |

Hand Manipulation:

- | | |
|----------------------------|--|
| 1. Grasping: | Frequently required |
| 2. Handling: | Frequently required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Hand and power tools, floor machines, vacuum cleaner, mop and brooms, telephone, lawn mowers, snow blowers |

Other Physical Consideration:

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|---------------------|-----------------------|
| 1. Twisting: | Frequently required |
| 2. Bending: | Frequently required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Rarely required |
| 5. Kneeling: | Frequently required |
| 6. Crouching: | Occasionally required |
| 7. Climbing Ladder: | Frequently required |
| 8. Climbing Stairs: | Frequently required |
| 9. Balancing: | Rarely required |

Work Surface (s):

Varies from carpeting, linoleum, tile, concrete, gravel, dirt and grass.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

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| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Smelling required to detect odors, such as natural gas, electrical smoke, etc. |

Specific Vocational Preparation Requirements:

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| 1. Short demonstration only | ___ |
| 2. Any beyond short demonstration up to and including 30 days | ___ |
| 3. 30-90 days | ___ |
| 4. 91-180 days | ___ |
| 5. 181 days to 1 year | <u>X</u> |
| 6. 1 to 2 years | ___ |
| 7. 2 to 4 years | ___ |
| 8. 4 to 10 years | ___ |
| 9. Over 10 years | ___ |

Other Training, Skills and Experience Requirements:

Ability to work with departments with different needs, and understand and follow directions.

Summary of Occupational Exposures:

Floor and bathroom cleaners, cleaning agents and solvents.

Other Considerations and Requirements:

Should be physically able as job includes lifting and stair climbing. Employee must be able to perform various tasks as required in maintaining school buildings.

