

WASECA PUBLIC SCHOOLS JOB DESCRIPTION

POSITION: Waseca Intermediate School Head Custodian

REPORTS TO: WIS Principal
Director of Buildings & Grounds

JOB CLASSIFICATION: Head Custodian

SHIFT: 7:00 a.m. – 3:30 p.m. (M-F)

GENERAL FUNCTIONS:

1. Responsible for supervision of WIS custodial staff and schedules
2. Responsible for cleanliness, sanitation, and maintenance of the entire building
3. Responsible for overseeing and setting up of activities
4. Responsible for overseeing the lock-up of building
5. Responsible for getting subs if custodian is unable to come to work

DAILY AREAS OF RESPONSIBILITIES:

- Commons area
- Two storage rooms A120, A118
- Both mechanical rooms
- Assist food service with any problems they might have
- Check and test boilers
- Shipping and receiving
- HVAC
- Maintenance and repairs
- Boiler room
- Fitness center B101
- Custodial storage room A131
- Clean elevator
- Concession A130
- A & B entryways
- Band room
- Choir room
- Administration offices (nurses, counselors, etc.)
- Gymnastics room and upstairs bathroom
- Entryway by principal's office
- Entryway by receiving
- Display cases near gym entrances
- Staff room A112
- Staff restrooms
- Spot mop commons
- Gym A101

OTHER RESPONSIBILITIES:

- Weekend building checks
- Assist in setting up evening activities
- Repair lockers
- Clean marks off all walls
- Keep all equipment clean and in working condition
- Assist in cleaning gymnasium and commons after evening activities
- Keep custodial rooms clean
- Report all mechanical and electrical problems to your supervisor
- Responsible for emergency call backs – alarm calls, etc.
- Required to learn total mechanical and electrical operation of building
- Work on corrective and preventive maintenance (air handling units, roof top units and exhaust units)
- Inspect roof for debris and maintenance
- Ensure roof drains are clean on a regular basis
- Unload trucks as needed from deliveries
- Work with custodial emergencies and fill in as needed
- Maintain and upgrade boiler license as needed
- Be available to assist your staff with problems that may arise
- Repair and identify work order request
- Keep an on-going maintenance repair list
- Make sure snow and ice are free from entryways
- Responsible for building's air handling system and programming
- Become familiar with clocks, intercom, and PA system
- Fill out stock requisition forms as needed
- Responsible for keeping a safe working environment for staff and students
- Turn in custodial time cards at the end of the month
- Maintain and update SDS book
- Perform other duties as deemed necessary according to the needs of the school district

WASECA PUBLIC SCHOOLS WIS CUSTODIAN JOB PROCEDURE

1. CLASSROOMS

- a. Turn on lights and replace bulbs as required
- b. Empty all waste receptacles and spot clean inside and out
- c. Vacuum all carpeted areas
- d. Empty pencil sharpeners
- e. Spot clean carpet
- f. Spot clean all windows (inside)
- g. Clean white boards as needed
- h. Clean and dust all desks, tables, bookshelves, etc. (in each room as often as required and as time permits)
- i. Spot clean entry glass (both sides)

2. ENTRYWAYS

- a. Check indoor and outdoor entrance lights (replace if needed)
- b. Sweep concrete approach areas leading to all entrances
- c. Pick up litter
- d. Spot clean all entrance glass inside and out
- e. Spot clean doors and window frames
- f. Dust window ledges and trim
- g. Clean entrance mats
- h. Dust and spot clean walls including univents, radiators, light fixtures
- i. Sweep or dust mop vestibules; be sure to clean corners and under univents and radiators
- j. Check and clean door hardware, locks, hinges; check locks to see that they function properly
- k. Wet mop vestibules and tracked hall area as required on day of rain, snow, and mud
- l. Secure all outside entrances
- m. Vacuum rugs

3. AV AND MEDIA CENTERS

- a. Turn on lights and replace bulbs as required
- b. Remove all waste paper and other debris daily
- c. Vacuum carpet area
- d. Clean sinks
- e. Clean windows and sills
- f. Clean tops of bookshelves
- g. Set security alarm

4. SECURE BUILDING FOR WEEKEND

- a. Close and lock doors
- b. Shut lights off
- c. Make sure security alarms are set
- d. Check boiler operation
- e. Check food service cooler and freezer

5. ADMINISTRATION OFFICES

- a. Turn on all lights and replace bulbs as required
- b. Empty waste receptacles and pencil sharpeners
- c. Inspect and spot clean waste receptacles inside and out
- d. Dust horizontal surfaces (desk tops, window ledges, file cabinets, picture frames, bookshelves, counters, etc.)
- e. Clean and disinfect telephones
- f. Dust all vertical surfaces as needed
- g. Inspect and spot clean windows as needed
- h. Vacuum/dust mop floors
- i. Set security alarm

6. GYMNASTICS ROOM

- a. Turn on all lights and replace bulbs as required
- b. Empty all waste receptacles and spot clean inside and out
- c. Clean all windows and spot clean walls once a month
- d. Dust and spot clean all horizontal and vertical surfaces
- e. Dust mop floor and clean mats
- f. Disinfect mats once a week
- g. Spot clean all spills and trackage

7. BAND AND VOCAL ROOM

- a. Turn on all lights and replace bulbs as required
- b. Empty waste receptacles and pencil sharpeners
- c. Inspect and spot clean waste receptacles
- d. Dust horizontal and vertical surfaces as needed
- e. Clean windows as needed
- f. Vacuum floors

8. FITNESS CENTER

- a. Turn on lights and replace bulbs as needed
- b. Mop floor
- c. Wipe down and disinfect equipment

9. NURSE'S OFFICE

- a. Clean and disinfect counters, sinks, and faucets daily; fill dispensers
- b. Mop floors

10. HALLWAYS

- a. Turn lights on and replace bulbs as required
- b. Inspect, spot clean, and dust all vertical and horizontal surfaces (ledges, rails, sills, steps, banisters, landings, locker tops, etc.)
- c. Clean and disinfect all drinking fountains
- d. Inspect and spot clean all door frames, trim, doors, and door glass (inside and out)
- e. Inspect and spot clean all waste receptacles inside and out
- f. Vacuum carpeted hall daily
- g. Spot clean spills and trackage
- h. Wet mop and clean carpet as needed

11. LOCKER ROOMS, COACHES OFFICES

- a. Turn on all lights and replace bulbs as required
- b. Inspect, clean, and refill all dispensers as needed (toilet tissue, hand towels, etc.)
- c. Empty waste receptacles and spot clean inside and out
- d. Inspect and spot clean or dust all horizontal and vertical surfaces (lockers, mirrors, partitions, doors, shower walls, etc.)
- e. Inspect, clean, and disinfect all commodes inside and out
- f. Clean all sinks, faucets, and exposed pipes
- g. Clean mirrors
- h. Clean and disinfect shower walls to remove soap scum, body oils, and rust stains
- i. Check all drains and treat as needed; check faucets and valves for leaks and leave written note for head custodian
- j. Wet mop and disinfect entire floor area
- k. Pick up towels
- l. Disinfect, clean, and scrub floors

12. RESTROOMS

- a. Turn on lights and replace bulbs as needed
- b. Inspect, clean, and refill dispensers as required (toilet tissue, soap, and hand towel)
- c. Empty all waste receptacles and spot clean inside and out
- d. Inspect and spot clean all horizontal surfaces (counters and cabinet tops, top edges of mirrors and doors)
- e. Inspect and spot clean all vertical surfaces (partitions and doors)
- f. Clean mirrors
- g. Inspect, clean, and disinfect all commodes and urinals inside and out
- h. Clean all sinks, faucets, and exposed pipes
- i. Check all drains and treat as needed
- j. Wet mop with disinfectant entire floor daily
- k. Wash and disinfect all walls as needed

13. BOILERS

- a. Check valves for proper use
- b. Take apart, drop water, and clean at seasons end
- c. Check operation of pumps for domestic water

14. SHIPPING AND RECEIVING

- a. Unload trucks at arrival
- b. Distribute and turn in packing slips

15. HVAC

- a. Johnson Control System
- b. Check belts
- c. Grease and oil pumps and motors annually
- d. Responsible for filter replacement
- e. Responsible for setting the correct temps in the building

