Monongalia County Schools

JOB DESCRIPTION

TITLE: **CUSTODIAN IV**

DEFINITION: "Custodian IV" means personnel employed as head custodian. In addition to providing services as defined in "Custodian III," the duties may include supervising other custodian personnel, reporting sub-standard performance to the Custodian III, as well as the building administrator and custodial foreperson if necessary.

QUALIFICATIONS:

1. High School diploma or equivalency;
2. Ability to communicate, read, write, and follow written and verbal instructions;
3. Demonstrate computer skills sufficient to conduct ordering, maintenance requests, and electronic communication;
4. Demonstrate knowledge of custodian methods, procedures, and safety principles;
5. Demonstrate knowledge of the use of equipment to be used in the buildings, such as buffers, rug cleaners, vacuums, floor strippers, and compactors;
6. Demonstrate physical strength to perform physically demanding work;
7. Meet health requirements commensurate with physical demands of the job;
8. Ability to supervise and train Custodian III personnel;
9. Pass the Service Personnel Competency Test for Custodian.

REPORTS TO: Building Administrator

JOB GOAL: To partner with the building administration to oversee the custodial staff and maintain the physical building and grounds in a condition of operating excellence so that full educational use may be made at all times.

CONTRACT TERM: 215, 230, or 261 days. Salary will be established by the Monongalia County Board of Education on an annual basis. Regardless of contract term, the Custodian IV is essential personnel and is to be available, as needed for the cleanliness and safety of the grounds and building.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

1. Keep building and premises, including sidewalks, driveways, parking lots, athletic fields and facilities, and play areas, neat and clean at all times.
2. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and ensure economical usage of utilities.
3. Change HVAC filters regularly, or as directed by custodial foreperson or maintenance department.
4. Sweep, vacuum, and mop (if applicable) daily, and dust furniture and fixtures weekly, or sooner if needed.

5. Clean corridors after school each day, and throughout the day as needed.
6. Scrub and disinfect toilets, mop, and clean all restroom fixtures on a daily basis.
7. Clean water fountains and/or water bottle fillers on a daily basis.
8. Clean all blinds and windows on both the outside and inside at least twice per year and more often as needed. Clean entrance doors daily.
9. Keep grounds free from trash daily and throughout each day.
10. Perform grounds work, including grass cutting, weed eating, and tree and shrub trimming, as needed to maintain grounds in a safe and aesthetically appealing condition.
11. Maintain floors in a clean and aesthetically appealing condition, and in a constant state of preservation. Stairwells and hallways must be cleared of clutter, trash, tools, buckets, and other obstructions.
12. Report any floor damage or hazards to the building administration.
13. Clean whiteboards daily unless "Do Not Erase" is written.
14. Conduct minor building repairs, including, but not limited to replacing light bulbs, replacing stained, damaged, or missing ceiling tiles.
15. Report major damage or needed repairs through the designated portal to the maintenance department.
16. Maintain all mechanical equipment, including mowers, weed eaters, etc.
17. Remain on school premises for the duration of the shift, except for a 30-minute duty free lunch.
18. Assume responsibility of opening and/or closing of building each day (as schedule allows) and verifying that all doors and windows are secured and all lights are off, except any that are to remain on for safety needs.
19. Maintain an inventory of custodial supplies, equipment, tools, and fuel. Order all supplies and equipment as needed to keep a steady inventory that is not over- or under-supplied. Supplies should be adequate to not hinder the custodial operations of the building.
20. Move furniture or equipment, as required for activities or events and as directed by the building administration.
21. Comply with federal, state, and local laws and procedures for storage and disposal of trash and other items.
22. Conduct periodic and regular inspections and tests of all electrical outlets and switches in the building to ensure they are in proper working order.
23. Shovel snow and clear sidewalks and walkways, ensuring that all walkways and entrances are clear of snow, ice, and debris for safe building operation. Treat areas as needed, as often as needed with thorough shoveling and the use of de-icer. Report, as directed by administration to conduct these tasks, regardless of contract term.
24. Inspect fire extinguishers and emergency lighting.
25. Assist in the assignment, scheduling, and training of members of the custodial staff.
26. Plan and oversee all routine maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
27. Promote the safety, health, and comfort of the students and employees.
28. Timely respond to electronic communications regarding the performance of this job.
29. Perform all of the duties of Custodian III.
30. Perform routine building checks during holiday and inclement weather breaks.

31. Other duties as assigned by the building administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The employee may be required to work off ladders and/or scaffold.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts; outside weather conditions; and extreme cold/extreme heat.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.