

Head Custodian - Elementary

Purpose Statement

The job of Head Custodian - Elementary is done for the purpose/s of maintaining an attractive, sanitary and safe Elementary School facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Arranges furnishings and equipment (e.g. assembly, meetings, luncheon, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving and conveying information on new and/or improved procedures.
- Cleans assigned school facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Collaborates with building administrative personnel and/or District Custodial Foreman for the purpose of coordinating the planning, prioritizing and scheduling custodial activities to ensure that school objectives are achieved.
- Coordinates a variety of activities (e.g. facility maintenance, custodial and grounds personnel, routine and emergency shift schedules, health/safety training's, meetings/scheduled events, distribution of supplies and/or equipment, etc.) for the purpose of providing direction to ensure appropriate actions are taken to accomplish building/district tasks, while providing adequate staffing to maximize the efficient and effective functioning of the work unit.
- Delivers a variety of items (e.g. supplies, materials, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Informs students, other site personnel and/or supervisor with pertinent information (e.g. providing information regarding activities, safety issues, proper facility maintenance, etc.) for the purpose of maintaining site in safe and secure conditions.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains property/grounds (e.g. mowing, trimming, picking up litter, preparing play areas, etc.) for the purpose of ensuring safe and attractive grounds for students and the public.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, restroom supplies, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.

- Orders equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Oversees and trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Participates in meetings as assigned (e.g. staff, training, interviews, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Performs building/boiler checks each weekend for the purpose of diagnosing problems early on and ensuring that buildings are ready for the coming week.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Performs preventative maintenance and/or repairs/replacements (e.g. light bulbs, unclogs drains, etc.) for the purpose of ensuring availability and safety of facility.
- Prepares facility for daily operations as may be required (e.g. opening gates, raising flags, sweep/shovel/remove snow and sand walks, building access doors, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Prepares a variety of reports (e.g. requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of providing information required to maintain the facility.
- Processes a variety of documentation (e.g. work orders, supply orders, time sheets, requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Removes snow for the purpose of ensuring parking lots, entrances, and sidewalks are safe for vehicles and people. This could include weekends and holidays.
- Repairs furniture and/or equipment as maybe required (e.g. preventive maintenance, heating filters, lights, switches, unclogging drains, sinks, toilets, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. lock doors, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; handling hazardous materials; operating equipment used in custodial work; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

None Specified

Certificates

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

6