

**Job Title:** Elementary Head Custodian  
**Department:** Maintenance  
**Reports To:** School Principal & District Custodial Supervisor  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN lane 03



## SUMMARY

The Elementary Head Custodian plans, organizes, supervises, and participates in maintenance, building utilization, and cleaning activities of the school; maintains public areas in a neat, clean, sanitary and safe condition; trains, supervises, and evaluates the performance of assigned staff; supervises maintenance of fields and sprinkler systems; inspects and maintains building facilities and parking lots and playground equipment; troubleshoots and assists in applicable building electrical, plumbing, HVAC maintenance activities, and performs other related duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Maintains good housekeeping and proper care of the school grounds, keeping them safe, and free of obstructions.

Be mindful of equipment, follow preventative maintenance procedures and report that which is inoperable.

Keeps the buildings neat, clean, and safe for the purpose of conducting school activities.

Provides for the daily needs of the building's custodial supplies such a paper, chemicals and equipment and maintain a daily schedule for cleaning the building.

Replaces window glass, change light bulbs, and repair or replace items as needed. Refer those items which cannot be repaired to the School Principal or District Custodial Supervisor.

Observes and makes necessary suggestions for repairs, alterations, changes, and equipment as needed in the school.

Maintains the standard of cleanliness prescribed by the District Custodial Supervisor established in each school within the custodial training program handbook.

Be conservation conscious, making sure all windows, doors, lights, and other areas are energy efficient. Conserve energy whenever possible.

Makes sure all doors, windows, and other areas of the buildings are in good condition and can be secured at the end of a day's use.

Vacuums and sweeps thoroughly all rooms, corridors, halls, and offices at least once each day. Floors should be stripped and waxed and properly maintained as needed throughout the school year.

Mops restroom floors, cleans and disinfect fixtures, cleans mirrors and stalls, checks paper and hand soap daily.

Meets with custodial staff monthly to discuss any problems that may occur in maintaining the school or scheduling personnel.

Trains all new employees on proper use of chemicals and instructions from the custodial training program handbook.

Maintains proper heat and ventilation of the buildings. Sees that motors on heating and cooling units are properly lubricated, cleaned, and protected, as well as maintained on a regular basis.

Reports safety, sanitary, and fire hazards.

### **SUPERVISORY RESPONSIBILITIES**

This job has direct supervisory responsibility over custodial staff assigned to school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to prioritize multiple tasks, exercise sound judgment, and work independently.

Must have knowledge of modern cleaning methods and equipment and the ability to use cleaning materials and equipment with skill and efficiency.

Must have knowledge of safe work practices.

Ability to drive a car, pickup truck, and other vehicles.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to establish and maintain effective working relationships with others.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

Any combination equivalent to: graduation from high school and one to two years of custodial/maintenance work experience in a school setting or related environment. Must have a general knowledge of commercial cleaning techniques.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold and maintain a valid Utah Driver's License.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to stand; walk; use fingers and hands to handle or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must have manual dexterity to manipulate small objects and handle tools safely. Must be able to see and read fine print and work with small component parts.

**The employee must be able to pass the Pre-Employment Fitness for Duty Assessment.**

**WORK ENVIRONMENT** *The work environment characteristics described here are 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 frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: <b>General Maintenance &amp; Custodial Supervisor</b>		Date: <b>12/1/2004</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>01/19/2005</b>
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>12/02/2013</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>10/04/2016</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Assistant Director</b>	Date: <b>10/20/2017</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	