

Job Title: Head Custodian Small High School
Department: Maintenance
Reports To: District Custodial Supervisor
FLSA Status: Non-Exempt
Salary Schedule: MN lane 05



SUMMARY

Under the direction of the Principal or District Custodial Supervisor, performs and supervises a variety of cleaning work in offices, classrooms, restrooms, faculty rooms and multi-purpose room. Maintains play fields and sprinkler systems. Inspects and maintains all roofing and parking lots and playground equipment. Trouble shoots and assists in maintenance activities and performs other related duties as assigned.

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 principal or District Custodial Supervisor.

Maintains the standard of cleanliness prescribed by the custodial coordinator established in each school within the custodial training program hand book.

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

Make 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 disinfects 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 hand book.

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

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.

Complies with all District policies as they apply to this job assignment.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the custodians 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.*

Knowledge of methods, materials and equipment used in custodial and general maintenance work; requirements of maintaining school buildings in a safe, clean and orderly condition; principles and practices of supervision and training; safe practices related to cleaning methods and procedures; current health and safety regulations.

Must have excellent record-keeping techniques and inventory methods and practices. Ability to estimate and order required custodial supplies and equipment.

Knowledge of school security requirements and policies and objectives of assigned program and activities. Ability to plan, schedule, and oversee custodial activities at an assigned facility.

Ability to estimate time and materials involved with the custodial program.

Ability to prioritize multiple tasks. Ability to exercise sound judgement and work independently. Ability to meet schedules and timelines.

Ability to establish and maintain effective working relationships with others.

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

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to follow oral and written directions and specific rules, regulations, and processes, and apply them to a variety of situations.

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.

EDUCATION and/or EXPERIENCE

Any combination equivalent to: graduation from high school and two to four years of custodial experience in a school or related environment.

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 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, 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: District Custodial Supervisor		Date: 12/1/2004
Approved By: Executive Director, Human Resources		Date: 1/19/2005
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 3/31/2014
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 5/23/2016
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 10/20/2017
<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:	