



**Job Title:** District Office Head Custodian  
**Department:** District Office  
**Reports To:** Business Administrator and  
Custodial & Grounds Coordinator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN lane 03

### **SUMMARY**

Under the direction of the Business Administrator and Custodial & Grounds Coordinator, the Head Custodian performs and supervises a variety of cleaning work in the District Office, Woodward Building, and Southwest Adult High Building. Maintains grounds and sprinkler systems. Inspects and maintains all roofing and parking lots. Troubleshoots 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 building 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 meetings or activities.

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

Ensures 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 year.

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

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

Trains and evaluates other custodians in all aspects of safety, cleaning, and maintenance under the direction of the Business Administrator and Custodian & General Maintenance Supervisor.

Reports safety, sanitary, and fire hazards.

## **SUPERVISORY RESPONSIBILITIES**

This job has direct supervisory responsibilities over the assigned custodial staff.

**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. Ability to exercise sound judgment and work independently.

Knowledge of modern cleaning methods and equipment. Ability to use cleaning materials and equipment with skill and efficiency. Knowledge of safe work practices.

Ability to establish and maintain effective working relationships with others.

Ability to follow oral and written directions and specific rules, regulations, and processes, and apply them to a variety of situations.

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 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**

Previous experience in the public school system or institute of higher education or one year of work experience in manual work. 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 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.

**If applicable, a Pre-Employment Fit for Duty Assessment must be completed.**

**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.

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| Prepared By: <b>HR Position Management Specialist</b>                       |                                   | Date: <b>12/1/2015</b>  |
| Approved By: <b>Executive Director, Human Resources</b>                     |                                   | Date: <b>12/1/2015</b>  |
| <input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised | By: <b>Assistant Director, HR</b> | Date: <b>08/24/2022</b> |
| <input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised | By: <b>HR Assistant Director</b>  | Date: <b>03/25/2024</b> |
| <input type="checkbox"/> Review <input type="checkbox"/> Revised            | By:                               | Date:                   |
| <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.*

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|---------------------|-------|
| Print Name:         | Date: |
| Employee Signature: |       |