

HEAD CUSTODIAN

Title: Head Custodian

Reports to: Building Principal and Operations Foreman

Position Summary: Under the direction of the Principal and Operations Foreman, responsible for the overall daily maintenance and upkeep of the building, completion of work orders, and management of the custodial staff.

Work Year: 12 months

Qualifications:

- High School Diploma or general education degree (GED), Boiler Operator Black Seal License and valid driver's license.
- At least two (2) years of experience involving the heating, inspection, cleaning, and maintenance of furniture, fixtures, offices and buildings and the reconditioning, care and maintenance of building and grounds.
- The ability to communicate and associate with students and school staff.
- The ability to read, write, speak understand and communicate in English sufficiently to perform the duties of this position.
- The ability to learn and utilize various types of electronic devices ie: computer, walkie talkies, etc. used by the office and district.
- The ability to manage a team
- Working knowledge of custodial duties and tasks to be performed as listed below.

Work Year: 12 months

Duties:

1. Be responsible for minor maintenance (carpentry, plumbing, electrical, pressure washing, painting repairs, lubricate door locks as needed using an accepted lubricant, adjust door closure as needed or operational jobs that are within wither his or his staff's skill capabilities.
2. Have knowledge of utility plans for the facility and posting of location map for easy access in custodial room.
3. Shut off utilities in emergencies and maintain a map locating their existence.
4. Provide troubleshooting before calling maintenance as necessary.
5. Use universal precautions when possible exposure to contaminated fluid exists.
6. Be responsible for the supervision of all custodians assigned to his buildings so as to insure proper cleaning, security measures and satisfaction of all pertinent rules and regulations.
7. Be responsible for the maintenance and timeliness of his building's staff records (time slips), individual employees' semi-monthly time sheet and break-out of overtime etc.
8. Establish and maintain good relations with students, staff and community members.

9. Communicate effectively with in-house or contracted service employees.
10. Be familiar with job description of school custodians. Insure compliance with the enforcement of requirements contained therein.
11. Perform all necessary inspections for proper operation of all building systems during heating season (boiler in operation).
12. Inspect all items on monthly custodial preventative maintenance sheet and return to maintenance and grounds office.
13. Order, receive and stock requires cleaning supplies and equipment.
14. Perform periodic inventory and maintenance of all custodial equipment.
15. Coordinate, supervise and participate in facility preparation for extra curricular and community activities.
16. Coordinate, supervise and participate in summer cleaning, including stripping the floor, shampooing etc.
17. Maintain a working knowledge of guidelines regarding the storage and use of chemicals. Train building custodial staff on these guidelines.
18. Maintain calendar of events for extra-curricular and community activities.
19. Coordinate rescheduling of custodial employees with the occurrence of each emergency, i.e. snow removal, flooding etc.
20. Notify principal of estimated equipment needs in time for his coming year's budget presentation.
21. Shall be available to perform minimum job requirements of absent staff when substitutes are not available. i.e. are not available either from staff reassignment within his building or from the Officer in Charge's substitute list.
22. Respond to after hour emergencies, burglar and fire alarms when necessary
23. Other job related duties as assigned.

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. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee will be frequently required to stand, walk, use hands, to finger, handle or fee; stoop, kneel, crouch or crawl and talk or hear. The employee is occasionally required to sit, climb or balance. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.