

**Job Description**

Job Title: **Elementary School Head Custodian**  
 Job Family: **Custodial**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **April 11, 2007**

Job Code: **060406**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 20**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for Custodial staff supervision and the overall cleanliness, sanitation, security, safety and maintenance of the assigned facilities, buildings, grounds and equipment. Manage custodial personnel schedules and time, custodial inventory and equipment, custodial expenditures, building repairs and maintenance, seasonal and special projects, building use and building systems and operations of the assigned school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Ensure safety and functionality of the cafeteria prior to use by the Nutrition Services Programs by setting up tables, chairs and trash receptacles. Check cafeteria throughout the lunch period to remove trash, sweep and/or mop up spills. Clean the cafeteria following the lunch period by removing trash; breaking down tables and chairs; sweeping and scrubbing floors; and cleaning counters, sinks, walls and windows within the cafeteria.	D	28%
2. Supervise, manage, interview, hire, evaluate, train, schedule, verify timesheets and facilitate the improved performance of the Custodial staff. Enforce District and department safety and cleaning standards and District, department and building policies. Develop and ensure completion of daily, summer, seasonal and project cleaning. Ensure adequate custodial coverage for all shifts. Maintain accurate records of Custodial staff, supplies, inventory, purchase card expenditures and budget management. Order and inventory supplies, research and report on capital equipment purchases and maintenance; maintain MSDS sheets	D	13%
3. Perform cleaning and monitor the restrooms throughout the day to ensure health and safety standards are upheld and may clean an assigned area. Follow Universal Precautions and sanitation procedures when handling the clean up of bodily fluid spills. Unclog plumbing and waste traps as needed.	D	8%
4. Maintain outside grounds by performing weed control, tree trimming, lawn mowing and edging; monitoring and reporting the operation of the sprinkler system; removing and/or reporting graffiti and vandalism; removing litter and emptying trash receptacles; monitors, identifies and performs regular maintenance on outdoor equipment.	D	8%
5. Provide safe access to building daily, including ensuring snow and ice are removed, activating appropriate lighting, locking and unlocking specified windows, entryways and doors, checking for inoperable doors and windows, and monitoring unauthorized entries.	D	6%
6. Perform and document building operation safety checks including daily inspection of building systems, outside grounds and parking lot; weekly inspections of playground equipment; and monthly inspection of building cleanliness.	D	6%
7. Function as the Resident Facility Coordinator of the site and building. Perform minor repairs and building/facility modifications such as repairing, moving and assembling furniture; repairing custodial equipment, touch-up or cover-up painting; hanging teaching aids; participating in facility modification and construction projects; and initiating work order requests for repairs and modification projects. Organize maintenance requests, submit request and work with technician or contractor to ensure completion and satisfaction. Responsible for cleaning and ensuring proper functioning of stage and sound equipment, and exhaust hoods.	D	6%
8. Distribute freight and school materials. Handle teacher and staff requests for stored teaching supplies and assistance.	D	6%
9. Perform daily operational checks of lighting, plumbing, electrical and HVAC systems. Perform fire alarm tests, tornado and lock-down drills. May reset breakers and assess status of HVAC. May perform HVAC preventive maintenance including filter changes and monitoring indoor air quality.	D	5%

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
10. Must carry and respond promptly to a pager while on duty and be first responder to all safety and security issues, hazards, adverse weather, alarms, fires, water breaks, mechanical and electrical failures, chemical spills and gas leaks.	D	5%
11. Act as a point of contact for visitors, community, vendors, contractors, staff, teachers, parents, building use participants, Maintenance Technicians and District employees related to custodial services, duties and building use at the assigned school. Coordinate and assist with set-up, break-down and clean-up of school and community use (per contract) activities. Coordinate community use by reviewing contracts, checking for scheduling conflicts, assigning custodial coverage and responding to special requests.	D	5%
12. Perform other job-related duties as assigned.	Ongoing	4%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must successfully complete current district training for supervision of Classified Staff within one year after entering position.
- Minimum of three years of experience in the custodial field.
- Minimum of one year supervisory experience.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must be 18 years old.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- BOCES (safety) and AHERA (asbestos) training required within three months after entering position
- Hydraulic lift operation certification through the District required within 12 months after entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Supervisory and management skills.
- Thorough understanding of custodial methods, processes, procedures, chemicals and equipment.
- Mechanical ability and skills.
- Basic bookkeeping, mathematics and budget management skills.
- Basic skill with machines and hand and power tools.
- Basic understanding of electrical, HVAC and plumbing systems.
- Basic carpentry or cabinetry skills.
- Ability to understand floor plans and building systems.
- Ability to ensure adequate custodial coverage and response for all shifts.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic operating knowledge of and experience with personal computers, office productivity software and basic office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of custodial cleaning equipment, industrial and domestic winter and summer yard care equipment, digital testing equipment and hand and power tools.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>POSITION TITLE</b>	<b>JOB CODE</b>
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<b>Reports to:</b>	Custodial Operations Manager	071107
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- May occasionally take direction from the Principal or Assistant Principal to prioritize daily activities.

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Custodian	2-4	1105
	Student Sweeper	0-1	995
	Custodian Substitute	0-1	1106

- Responsible for planning, assigning, directing and guiding work; addressing complaints and resolving problems; training employees; interviewing and hiring; appraising performance; assisting supervisor with disciplining; and providing input into termination proceedings.
- Required to carry and respond to pager during assigned shift.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for managing custodial funds allocated for operations, ordering and maintaining inventory, tracking expenses and approving custodial expenditures.
- Manage human resources expenditures by reviewing and approving time and attendance, including real time, temporary leave, compensatory or flex time and overtime.
- Responsible for ensuring resources are used responsibly and ensuring the crew has adequate supplies and equipment necessary to complete their jobs.
- May manage a purchasing card and related expenditures.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	