

Job Description

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

Job Code: **1100**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 21**
 Typical Work Year: **12 months**

SUMMARY: Responsible for all Custodial staff supervision and the overall cleanliness, sanitation, security, safety and maintenance of the assigned facility, 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. Supervise, manage, interview, hire, evaluate, train, schedule, verify timesheets for 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 and maintain MSDS sheets.	D	28%
2. Coordinate and assist with set-up, break-down and clean-up of school and community use activities. Coordinate community use by reviewing contracts, checking for scheduling conflicts, assigning custodial coverage and responding to special requests.	D	10%
3. Act as the central point of contact for visitors, community, local law enforcement and fire departments, vendors, contractors, staff, teachers, parents, building use participants, Maintenance Technicians and District employees related to custodial services and duties at the assigned school.	D	10%
4. Function as the Resident Facility Coordinator of the site and building. Perform minor repairs and building modifications such as repairing, moving and assembling furniture and lockers; repairing custodial equipment, painting; hanging teaching aids; overseeing and participating in construction and facility modification requests projects; monitoring indoor air quality; and initiating work order requests for repairs and modification projects. Organize repair or maintenance requests, submit request and work with technician or contractor to ensure completion and satisfaction. Performs locker repair, maintenance and combination change. Responsible for cleaning and ensuring proper functioning of gym bleachers, mat hoists, stage and sound equipment, science chemical traps, exhaust hoods and emergency showers and eye wash.	D	10%
5. Perform and document building operation safety checks including daily inspection of building systems, outside grounds and parking lot; weekly inspections of athletic fields and custodial equipment; and monthly inspection of building cleanliness.	D	10%
6. Ensure safe access to building daily, including snow and ice removal, activating appropriate lighting, locking and unlocking specified windows, entryways and doors, checking for inoperable doors and windows, and monitoring unauthorized entries.	D	7%
7. Coordinate the distribution of incoming and outgoing freight and school materials.	D	5%
8. Must carry and respond promptly to a pager while on duty and be first responder to all safety and security issues, hazards, adverse weather, bodily fluid spills, alarms, fires, water breaks, mechanical and electrical failures, chemical spills and gas leaks. Follow Universal Precautions and sanitation procedures when handling the clean up of bodily fluid spills or accidents	D	5%
9. Perform daily operational checks of lighting, plumbing, electrical and HVAC systems. Perform monthly fire alarm tests and drills, tornado drills and lockdown drills. Unclog plumbing and waste traps, reset breakers and assess status of HVAC.	D	5%
10. Provide safe access to building daily, including ensuring snow and ice are removed, activating appropriate lighting, unlocking specified entryways and doors, checking for inoperable doors and windows, monitoring unauthorized entries, removing slipping hazards, etc.	D	5%

Job Tasks Descriptions	Frequency	% of Time
11. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be 18 years of age.
- Must successfully complete current district training for supervision of Classified Staff within one year after entering position.
- Minimum of three years experience in the custodial field.
- Minimum of one year supervisory experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- 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 twelve 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, hand and power tools and digital test equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Custodial Operations Manager	071107

- May occasionally take direction from the Principal or Assistant Principal to prioritize daily activities.

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Lead Custodian	1	1103
	Custodian	7 - 12	1105
	Student Sweeper	1	995
	Custodian Substitute	1-2	1106

- Responsible for planning, assigning, directing and guiding work; addressing complaints and resolving problems; training employees; interviewing and hiring; appraising performance; 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		
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		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	