

JOB DESCRIPTION: HEAD CUSTODIAN

TITLE: Head Custodian

QUALIFICATIONS:

1. Knowledge of best cleaning and maintenance practices, HVAC system, basic plumbing, basic wiring, basic carpentry, painting, and general maintenance
2. Ability to assign tasks, delegate responsibilities, and supervise custodial staff

REPORTS TO: Superintendent

SUPERVISES: All custodial staff

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to fifty (50) pounds, such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to seventy-five (75) pounds, such as salt, ice melt, and classroom furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

GENERAL DESCRIPTION: The head custodian is responsible for the overall maintenance and cleanliness of the school. It is the responsibility of the head custodian to ensure that the district's school building is maintained in a way that is consistent with the Garretson School District's mission and vision. The head custodian has a supervisory responsibility over the other custodians in the district. The major goal for this position is to maintain the school in a condition of operational excellence, cleanliness, and safety that provides a positive learning environment for students and promotes positive community relations.

ESSENTIAL FUNCTIONS:

1. Supervise all custodial staff and assign duties as required to maintain the cleanliness and order of the school building;

2. Examine the building on a daily basis for needed cleaning, repair, or maintenance;
3. Inspect the HVAC system as recommended including boilers, pumps, compressors, fans, and other equipment. Work with HVAC controls firm to ensure that equipment is maintained in proper fashion and the building remains comfortable for students and staff;
4. Supervise, schedule, and inspect the work of the custodial staff and assist the staff as necessary;
5. Clean and supervise the cleaning of the entire building, including classrooms, hallways, restrooms, gymnasiums, and offices;
6. Perform and oversee the repair of equipment and facilities to ensure the building is in good repair and meets the needs of students, staff, and the general public;
7. Promote the safety, health, and comfort of the students, employees, and general public in the building;
8. Maintain inventory of supplies and equipment necessary for cleaning and maintenance, Material Safety Data Sheets, and inventory of hazardous materials;
9. Order supplies as necessary to ensure the safety and cleanliness of the school;
10. Responsible for directing custodial crew in the set up and take down for all special events in the building including sporting events, tournaments, meetings, meals, training, and other events;
11. Secure facilities and grounds, ensuring that the building is open during appropriate hours and secured properly each night;
12. Respond to immediate safety and/or operational concerns (facility damage, fire alarms, lock down, bodily fluids, etc.);
13. Responsible for training new custodial staff and inservice training for veteran custodians regarding safety and/or new equipment, chemicals, or techniques.
14. Works with the superintendent to evaluate custodial staff;
15. Other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: Supervisory position; salary and benefits to be determined by the board

EVALUATION: Job performance will be reviewed at least annually by the superintendent

Adoption date: April 13, 2015