

Position:	Head Custodian
Reports to:	Facilities Supervisor/Building Principal
Employment Status:	Regular/Full-time
FLSA Status:	Non-Exempt
Description:	Responsible for the cleanliness of assigned building and entrance grounds; cooperate in organizing and coordinating daily work schedules, remove snow and ice from entrance ways. Responsible for performing various minor maintenance tasks as necessary
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Check the heating and cooling systems
- Maintain accurate inventory of all custodial equipment, materials and supplies
- Request needed equipment, materials and supplies
- Submits work order request to Facilities Supervisor, if unable to preform repairs after an honest attempt
- Report to Facilities Supervisor any damaged, broken, loose fixtures and/or equipment
- Perform seasonal duties such as salting and snow removal of entrance ways and sidewalks, litter removal, etc., as directed by the Facilites Supervisor/Principal
- Ensure the care, condition, appearance, repair or replacement of all physical equipment, building, facilities, and grounds
- Maintain a clean and safe boiler room
- Help with setup and cleanup for various school activities
- Ensure events in the building are covered by custodial staff
- Sweep, vacuum, mop and wax floors
- Empty and clean waste receptacles, trash pails and pencil sharpeners in assigned areas
- Refill soap dispensers, paper towel dispensers and bathroom tissue in assigned areas in all restrooms/classrooms
- Remove cobwebs and clean windows in assigned areas
- Secure building as directed by supervisor
- Clean and maintain custodial equipment and materials
- Clean and sanitize restrooms
- Conduct periodic inspections of the building
- Complete paperwork as required by supervisor
- Promote good safety practices and procedures
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Flexibility in assignments
- Maintain a daily work routine as established by the Facilites Supervisor to adequately service the buildings, grounds, and personnel
- Check building to assure maximum security
- Tour building periodically and remain alert for dangerous, hazardous conditions, or items in need of maintenance
- Attend meetings and in-services as required
- Pass on specific oral and/or written instructions for assignments to other custodial employees
- Maintain records and complete reports
- Participate in custodial and minor maintenance of buildings
- Share responsibility for the proper cleanliness and upkeep of the facilities
- Respond to routine questions and requests in an appropriate manner
- Maintain respect at all times for confidential information
- Promote good public relations

Other Duties and Responsibilities:

- Replace windows and broken glass
- Paint when needed
- Assist maintenance crew in emergencies
- Establish and maintain effective working relationships with other employees and building occupants
- Perform other duties as assigned by the Facilities Supervisor/Building Principal

Qualifications:

- High school diploma or general education degree (GED)
- BCII report and pre-employment drug test
- Pass written and skills test
- Five years related experience preferred
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Some knowledge of heating and cooling systems
- Knowledge of electrical and plumbing repairs
- Knowledge of appropriate safety procedures
- Knowledge in the proper care and storage of chemicals
- Ability to read and understand verbal and written instructions, written warnings and labels
- Working knowledge of assigned building and alarm systems
- Knowledge of the care of materials, methods and practices essential to proper cleaning of a facility
- Knowledge of the care and proper use of sweepers, vacuum machines, mops, brushes, wax machines, cleaning fluids and other cleaning materials and equipment
- Ability to work independently
- Ability to maintain simple records and make reports
- Ability to use computer in order to access work order system and email

Equipment Operated:

- Vacuum cleaners, rotary and guided machines such as scrubbing and carpet cleaners
- Wet/dry mops and brooms
- Various hand tools, e.g., putty knives, screwdrivers, electrical hand tools, saws, drills, sanders and shovels
- Wet and dry vac
- Floor waxing machine
- Ladders and aerial lifts
- Floor scrubbers and buffers
- Various power and plumbing tools
- Snow removal and landscaping equipment
- Power washer
- Portable air compressor

Additional Working Conditions:

- Frequent exposure to blood, bodily fluids, and tissue
- Occasional interaction with staff/students
- Occasional requirement to work near moving mechanical parts
- Occasional requirement to work in high places
- Frequent exposure to fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Occasional exposure to outdoor weather conditions, e.g., requirement to work outdoors during all types of weather
- Occasional exposure to loud noises
- Occasional overtime work may be requested
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping
- Frequent requirement to sit, climb, stoop, kneel, crouch, hear, and see with color vision

- Occasional requirement to lift and carry various items up to a maximum of 65 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays
- Occasional climbing of ladders and stairs
- Frequent requirement to stand, walk, talk, read, speak, reach, and stretch with hands and arms
- Frequent excessive standing, e.g., to perform repairs
- Occasional requirement to walk in excess of 2-3 miles per day, e.g., cleaning, mopping, sweeping

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:	Norton City Board of Education
Adoption date:	February 13, 2023