# Head Custodian - Elementary

## Purpose Statement

The job of Elementary Head Custodian was established for the purpose of providing and supervising custodial services at assigned sites; ensuring a safe, sanitary and attractive environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; training, overseeing and supporting assigned custodians in the performance of their assignments using established district procedures; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to the School Principal, secondary reporting to The Director of Buildings and Grounds or Designee.

---

## Essential Functions

- Cleans assigned facilities and grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) For the purpose of maintaining a safe, sanitary and attractive environment.
- Prepares site for daily operations or ensures this function is assigned (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Performs general custodial duties for an assigned area for the purpose of ensuring operational excellence, cleanliness and safety.
- Tours facility on a daily basis, or more often if needed, for the purpose of ensuring operational excellence, cleanliness and safety.
- Coordinates and Performs necessary set-ups and tear-downs for the purpose of providing necessary facility support to school and community events.
- Performs routine and preventative maintenance on custodial and building equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, light bulbs, ballasts, toilets, etc.), as directed by the Director of Buildings and Grounds or designee(s), for the purpose of ensuring proper function and use of items and facility.
- Monitors building systems and equipment; performs routine and preventative maintenance on building mechanical systems and equipment as directed by the Director of Buildings and Grounds or designee(s) for the purpose of ensuring continued functional operation of critical building systems.
- Performs or requests repairs to facility or equipment as identified and/or received for the purpose of maintaining facility and equipment functionality.
- Responds to immediate safety and/or operational concerns during or after regularly scheduled work hours (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Inspects custodial staff work for the purpose of ensuring that the site is suitable for safe operations and is maintained in a functional and attractive condition.
- Assists Building Administration and Management in evaluating custodial staff for the purpose of providing accurate and timely feedback to custodial staff (e.g. gathering data and daily monitoring of task accomplishment)

## Head Custodian - Elementary

- Assists with coordinating and performing snow removal for the purpose of ensuring access and safety
- Checks Building or delegates checking of building when outside temperature is below 15 degrees Fahrenheit (e.g. on regular workdays and non-workdays, including holidays) for the purpose of eliminating or mitigating weather related issues and/or damage to buildings.
- Conducts a variety of training with staff (e.g. equipment operation, cleaning procedures, safety procedures) as directed by the Director of Buildings and Grounds, or designee, for the purpose of ensuring that established procedures are implemented, understood and effective.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Coordinates the procedures necessary for receiving, routing, and recording materials (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing delivered materials to the appropriate parties and locations within the site.
- Directs the activities of summer cleaning projects and programs for the purpose of ensuring all work is completed within established schedules.
- Maintains inventory records for supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities. Recommends purchases of suitable supplies and tools.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Monitors the time records and absence records of assigned custodial staff for the purpose of certifying records for payroll.
- Monitors work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of ensuring site safety and preventing injuries.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Schedules facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards and procedures.
- Secures facilities and grounds or assigns function (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff for the purpose of completing site custodial activities.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skill.
- Promotes personnel safety, safety procedures and safe working environment for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.

# Head Custodian - Elementary

**Other Functions**

- Participates in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective listening; guiding others; handling hazardous materials; interpersonal aptitude; supervising projects/programs; leadership; operating equipment; problem solving; training.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures; basic knowledge of plumbing and electric; English grammar, spelling and vocabulary.

ABILITY is required to schedule activities, meetings and/or events; gather, collate and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; decision making; leadership and direction; mechanical aptitude; meeting schedules/ deadlines; motivating others; organizing; physical stamina; reliability; teamwork; ability to interface positively with the public.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget.
A reasonable level of availability outside of regular work hours is required to respond in the event of an emergency. Utilization of resources from other work units is often required to perform job's functions. There is some opportunity to significantly impact the organization's services.

# Head Custodian - Elementary

**Working Environment**
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Ability to lift at least 50 pounds consistently is required**.