

Job Description Hamilton School District #3

TITLE: Head Custodian

JOB GOAL: To assist in maintaining the assigned facility and grounds so as to allow long term usage and to effect efficient operation of the school district's facilities in order to allow for the smooth operation of the district without interruptions to the district' educational programs.

Reports To: Maintenance Coordinator

Performance Evaluation: Will be evaluated according to district policy at least one time per year.

OVERSITE RESPONSIBILITIES: Coordinate cleaning duties and scheduling of building night custodial staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Effectively maintains a positive and friendly working relationship with all building personnel, and students and assists faculty members as requested to include positive responses to cleaning and maintenance requests and contributes to staff and faculty morale by prompt handling of all custodial duties.
2. Keeps building and premises, including sidewalks, driveways and play areas neat, clean, and in safe condition at all times.
3. Adheres to and enforces District, state and federal law, policies and procedures related to custodial duties.
4. Performs snow removal and ice melt procedures on all walkways steps and play areas as needed.
5. Opens building doors and manage lights & flags as needed,
6. Set up & clean up, tear down of breakfast & lunch area daily.
7. Set up tables & chairs as requested for all school events and accommodate rental set up requests as needed.
8. Performs any custodial needs during the day to maintain the facility in the cleanest, safest condition possible.
9. Perform safety checks throughout the building and grounds, report any safety needs to building principal and maintenance coordinator in a timely manner.
10. Serve on building safety committee.
11. Report all acts of vandalism to building principal and maintenance coordinator.
12. Works closely with night custodians, on scheduling of night cleaning duties.
13. Complete weekly area check list on all night custodians.
14. Coordinate custodial time to accommodate all school and rental usage.
15. Request custodial and maintenance supplies and equipment needed from maintenance coordinator to maintain the facility.
16. Maintain an inventory log of supply usage.
17. Maintain custodial supply & equipment systems i.e. Dust Mop Treatment, Buddy Jugs etc.
18. Maintain and follow all rules of confidentiality.
19. Report any maintenance needs to the maintenance coordinator and building principal using district work order procedures.
20. Perform additional Custodial Duties as requested by the Superintendent, Building Principal, and Maintenance Coordinator or Assistant.
21. Follow the Head Custodial Maintenance duties list to accomplish needed repairs and preventive maintenance duties.
22. If there is time available for additional duties check with Maintenance Director or Assistant and additional maintenance jobs can be assigned.

QUALIFICATIONS: 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.

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities: Ability to pass a written and physical test. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Trustees policies.

PHYSICAL DEMANDS: The physical demands described here 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.

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 above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to 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 be able to lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 50 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines, with severe time constraints. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT OF RECEIPT OF COPY HEREOF:

Signature of Employee

Date

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not a complete list of the duties performed for this position. Additional duties are sometimes performed by the individual currently holding this position and additional duties may be assign.

