Head Custodian – Middle School

Purpose Statement

The job of Head Custodian – Middle school is done for the purpose of providing custodial services at assigned middle school site; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; overseeing and participating in the preparation of facilities for classroom activities and campus events; leading and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper, and timely manner.

This job reports to Assigned Supervisor

Essential Functions

- Cleans facilities and grounds for the purpose of maintaining a sanitary, safe, and attractive environment.

- Assist with debris removal for the purpose of ensuring cleanliness, access to, and safety of District facilities.

- Consults with administrative personnel for the purpose of planning, prioritizing, and scheduling custodialactivities and achieving site maintenance objectives.

- Delivers a variety of items for the purpose of distributing materials to the appropriate parties within site.

- Informs students and District personnel for the purpose of providing information and direction regarding activities, safety issues, and proper maintenance of facilities and equipment.

- Inspects facilities for the purpose of identifying needed repairs in accordance with written department procedures and ensuring that facilities are clean and suitable for safe occupying.

- Maintains inventory of supplies and equipment for the purpose of ensuring the availability of custodial items required to properly maintain facilities.

- Monitors work areas for the purpose of preventing injuries and ensuring site safety.

- Attends and participates in meetings for the purpose of conveying and gathering information required to perform job functions.

- Performs summer maintenance for the purpose of ensuring District facilities are prepared for Fall school opening.

- Prepares site for daily operations for the purpose of ensuring facilities are operational and hazard free.

- Replenishes classrooms and restroom supplies for the purpose of ensuring adequate quantities for daily use.

- Requisitions equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

- Responds to immediate safety and operational concerns for the purpose of taking appropriate action or notifying appropriate personnel.

- Secures facilities and grounds as needed/directed for the purpose safety and security.

- Supports other staff for the purpose of completing site custodial activities.

- Identifies and reports safety, maintenance and repair needs for the purpose of ensuring that the site is suitable for safe operations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical 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: operating equipment and materials used in industrial maintenance; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, 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; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Two years custodial experience in a school or related environment.

Education (Minimum): High school diploma or equivalent.

Required Testing	**Certificates and Licenses**
None Required	Valid Driver's License

Continuing Educ. / Training	**Clearances**
Maintains Certificates and/or Licenses	Criminal Background Clearance
District Mandated Training	Physical Capacities Test Clearance
	Tuberculosis Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Non Exempt	December 14, 2021	Range 5
	Revised Date	