

**Warrenton-Hammond School District
Job Description**

Job Title: Head Custodian
Reports To: Director of Building & Grounds/Principal

JOB SUMMARY

Provides coordination of custodial/grounds/maintenance services to ensure the upkeep, cleanliness and safety of school buildings/grounds for students, staff and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Performs a wide variety of custodial, maintenance, grounds and repair work.
3. Maintains and ensures the upkeep, cleanliness and improvement of all school buildings, grounds, athletic fields and tracks.
4. Cleans and sanitizes areas as assigned (i.e. rooms, halls, offices, rest rooms, cafeteria, etc.), vacuums, shampoos, sweeps, scrubs, waxes, polishes, mops and buffs all types of floor surfaces.
5. Directs and prioritizes custodial duties for assigned building(s).
6. Operates and maintains lawn mowers, sweepers and other power equipment used in custodial/grounds work (buffers, sprayers, pruners, and trimmers) to ensure they work effectively and safely.
7. Keeps walks, parking areas and entrances clear and clean.
8. Develops and carries out a plan for weed control and fertilization of all grounds.
9. Maintains the building assigned to his/her keeping for the storage of supplies and equipment.
10. Sets-up, takes down and moves tables, chairs, equipment, shelving and partitions for meetings, athletic events and other District functions as assigned, including weekend events.
11. Maintains HVAC systems and plumbing.
12. Washes windows, white boards, chalk boards and walls.
13. Cleans and polishes furniture, windows, metal work and computer screens.
14. Performs work requiring mechanical ability.
15. Performs manual labor.
16. Maintains indoor and outdoor lighting.
17. Collects and empties all recycling and waste containers in a safe and sanitary manner.
18. Adjusts clocks and ensures they are working properly.
19. Cleans and clears drains, gutters and roofs.
20. Washes, scrubs and disinfects restrooms as well as cleans sinks, fixtures, panels and drinking fountains daily.
21. Cleans up spills (including bodily fluids) in a safe and appropriate manner.
22. Responds to special requests for custodial services from staff members with supervisor approval.
23. Performs routine maintenance and makes minor repairs (i.e., sinks, tiles, lockers, change light bulbs, etc.), paints and refinishes surfaces, as needed.
24. Unlocks doors and windows, turns on lights and prepares buildings for start of day and/or locks doors and windows, turns off lights and secures buildings at the end of the day.

25. Maintains all maintenance/grounds and cleaning equipment, tools and supplies.
26. Reports safety, sanitary and fire hazards immediately to supervisor.
27. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
28. Holds current membership in safety organizations and school facilities group(s).
29. Maintains appropriate certifications and training hours, as required.
30. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Assists in maintaining an inventory of supplies and equipment.
4. Assists maintenance and grounds keeping departments, as necessary.
5. Fills out appropriate log(s), forms and paperwork, as required.
6. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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 Diploma (GED) or a thorough working knowledge of custodial work, including cleaning methods and materials and the use of custodial equipment equivalent to that gained in at least one year of experience or a combination of education and experience. Previous experience working in a sanitation, custodial or maintenance position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.

- **Other Skills and Abilities:** Ability to appropriately communicate with students and teachers. Ability to safely operate a variety of custodial/maintenance equipment including mowers, trimmers, edgers, hand tools, etc. Ability to exercise good judgment and work in a dynamic environment to protect the safety and welfare of students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and bloodborne pathogen training and blood spill training. Previous hazardous communication and asbestos training preferred.

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 talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee regularly climbs stairs or ladders. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to demonstrate strength and dexterity to operate custodial/maintenance tools and machinery, cleaning equipment and hand and/or power tools.

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.

The noise level in the work environment is usually moderate, but occasionally high depending upon the student population and activities. The employee may be exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals and fumes, outdoor weather conditions, risk of electrical shock and vibration. The employee may be exposed to bodily fluids and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:

Head Custodian

Page 3