

JOB DESCRIPTION

Location: MAINT

Effective: 10/14

Approved: AJ

SHELTON SCHOOL DISTRICT #309 Shelton, Washington

HEAD CUSTODIAN

JOB SUMMARY:

Responsible for maintenance and operations of the building under the immediate direction and supervision of the Director of Maintenance, with direction from the Custodial Foreman and building administrator. Head Custodians will perform all general duties and operations performed by the building custodian(s). In addition, he/she will assume supervisory responsibilities of the building(s), be responsible for all assignments to the custodian(s), training and supervising the work of others, and work with them to obtain the best efforts in the daily operations of the building. Perform other duties as assigned by the Director of Maintenance, the Principal or Custodial Foreman.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the Head Custodian performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Perform custodial cleaning and maintenance functions as per schedule and as needed.
2. Minor repair and adjustment of custodial equipment.
3. Assists in maintaining building security.
4. Maintain custodial MSDS sheets for building.
5. Supervise and train lower skilled employees in custodial activities.
6. Inventory and order custodial supplies at building site.
7. Oversee public areas and around outside of buildings.
8. Keep records and make reports as needed.
9. Submit maintenance requests for equipment and facilities needing repair or replacement.
10. Schedule and coordinate school custodial projects with Principal and Custodial Foreman.
11. Perform minor emergency electrical and plumbing repairs.
12. Assist in distribution of school supplies.
13. Emergency response as required.
14. Maintain a professional attitude at all times.
15. Set priorities for custodians in building.
16. Assign the opening of the building as required for scheduled meetings and events.
17. Insure that rooms are set up for conferences, lectures and special events.
18. Maintain a working relationship with staff, students and community.
19. Maintain the safety for those who use the school plant.
 - a. Prevent fire hazards.
 - b. Dispose of faulty equipment.
 - c. Prevent accidents from any discernible cause.
 - d. Enforce safety standards and regulations as provided by law and good common sense.
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident.
20. Ability to follow established district practices.
21. Maintain updated knowledge of school policies and procedures that affect this position.

22. Understand and give oral and written communications.
23. Set priorities for the building's custodial services in conjunction with the Principal and Custodial Foreman.
24. Tests and critiques new products and equipment as requested.
25. Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to use effective oral and written communication skills.
2. Ability to listen and react professionally.
3. Ability to drive and work in different locations as needed.
4. Ability to deal with staff, students and others in a warm and confident manner.
5. Ability to remain flexible to changes in assignments or situations.
6. Ability to follow and give instructions.
7. Ability to work independently with minimal supervision.
8. Ability to set priorities.
9. Ability to establish and maintain effective working relationships with staff, students and community.
10. Knowledge of cleaning methods, materials and equipment.
11. Ability to operate mechanical cleaning equipment.
12. Ability to maintain accurate records.
13. Indulge in sustained physical activities relative to assigned duties:
 - Do standing work for a six hour period.
 - Climb ladders up to 20 feet.
 - Lift and carry up to 75 pounds.
 - Operate vacuum cleaner, buffer and other assigned equipment for a minimum of two continuous hours.
 - Move furniture, equipment, supplies or tools; operate motorized equipment; clean and repaint various exterior and interior surfaces; wash towels and other items related to school functions; pick up and deliver school district mail, supplies, material or equipment; complete various reports as directed and perform related duties as assigned/required.

WORKING CONDITIONS:

Classrooms, offices and school environment. Requires frequent standing, walking and sitting. Must be able to speak, hear and see. Requires working out in inclement weather. Required travel between buildings. May experience frequent interruptions. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks, safety procedures) as:

- Cleaning toilets.
- Cleaning vomit, excrement and other substances from surfaces including furniture, floors and carpet.

Required to attend trainings as necessary for the job.

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent preferred.

Experience cleaning and maintaining carpets, hard floors and wood floors desirable.

Demonstrates communication skills.

Demonstrates high energy and professionalism.

Special Requirements/Licenses

Valid Washington State Driver's License.

REPORTS TO: Maintenance Director; receives direction from the Custodial Foreman.

TERMS OF EMPLOYMENT:

Hours per day and days per week to be determined by the Personnel Office. Salary and benefits according to adopted salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provision of Washington State Law and the bargained agreement.