



## HEAD CUSTODIAN

Position Title: Head Custodian

Location: Assigned School

Reports to: Custodian Supervisor/School Administrator(s)

FLSA Status: Non-Exempt

Bargaining Unit: SEIU

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

While duties are similar, compensation varies based on assigned schools due to variety, complexity, size, and staff (i.e., elementary school, middle school, high school, alternative school).

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

The head custodian supports the school and community by providing leadership and supervisory responsibilities over permanent and/or temporary custodial staff. The head custodian provides an essential role in planning for and maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the head custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The head custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature.

### **Part II: Supervision and Controls over the Work**

The head custodian receives overall direction from the custodial operations supervisor and day-to-day direction from school administrator(s). The head custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards.

**Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

Lead Responsibilities:

1. Evaluates custodial workload, develops and schedules work assignments, assigning work of custodians, and inspecting completed work.
2. Provides training and assistance to custodians in performing assigned work.
3. Manages supply inventory to assure timely availability of needed materials. Initiates and processes requisitions in accordance with supervisor and department direction and guidance and district policy. Receives and inventories materials, supplies, and equipment.
4. Participates with the supervisor in the interviewing, screening, and selection of new employees. Provides input for employee evaluations. Works with supervisor to address performance and behavior concerns.
5. Assures knowledge of and adherence to safety procedures. Assists in accident investigation and reporting.

Cleaning Functions:

1. Sweeps, mops, vacuums, scrubs, and refinishes floors; cleans, dusts and polishes furniture; washes windows and walls; cleans restrooms; disposes of rubbish, changes lights, etc.; makes certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
2. Picks up litter within the school and on school grounds.
3. Assures safety during inclement weather including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
4. Applies cleaning chemicals according to established safety procedures.
5. Adheres to safety measures for cleaning, lifting, moving, and operating equipment.
6. Performs minor repair and maintenance as authorized by district maintenance staff.

Administrative Functions:

1. Recognizes the need for and initiates maintenance service requests according to district procedures. Follows-through to assure that maintenance is performed in a timely manner.
2. Manages the building custodial budget and maintains inventory and requests cleaning supplies and materials needed to accomplish assigned tasks.
3. Maintains awareness of energy conservation and initiates or makes suggestions of methods and procedures to consider energy.
4. Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.

**Safety and Security:**

1. Periodically inspects, or otherwise maintains awareness of, facility and equipment to detect and prevent injuries or damage.
2. Maintains control of keys for the facility and distributes to staff as required.
3. Secures school building to insure proper building security at all times. Locks, secures and codes out building at end of shift.
4. Verifies emergency equipment is maintained and repaired as need be.
5. Assists in implementing emergency planning and response.

Perform other duties and responsibilities as assigned.

**Part IV: Minimum Qualifications**

1. Incumbents must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Ability to communicate and maintain good working relations with all district employees, vendors, contractors, and public entities.
3. High school graduation or equivalent.
4. Three or more years of experience as a custodian. Strong knowledge of cleaning techniques, materials, and equipment.
5. Ability to work with frequent interruptions. Ability to meet tight time constraints and deadlines.
6. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, and walking. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.
7. Ability to communicate in person, by radio, electronically and over the phone. Ability to use district technology daily e.g., Word, Excel, and applicable specialized programs to complete reports, generate service orders, respond to e-mail, maintain inventories, and order supplies.
8. Knowledge of state and local codes related to assigned work.
9. If required, must possess a valid Washington State driver's license and a safe driving record and be able and willing to operate district owned vehicles. May be required to possess or obtain a commercial driver's license.
10. Have or acquire first aid certification. CPR and defibrillator training may be required.

**Part V: Desired Qualifications**

1. Prior experience in providing lead or supervisory responsibility over assigned staff.
2. Prior experience in a trades function (e.g., carpentry, painting, plumbing).

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment 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 frequently required to sit, talk, move about, hear and speak.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the work environment is usually moderate but can be loud when operating equipment.

The employee may be exposed to infectious disease as carried by students.