

**SAMPLE**  
**School District Outcome Based Position Description**

Position Title: **Head Custodian**  
Department: Custodial  
Reports To: Director of Facilities  
Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Bargaining Unit \_\_\_\_\_

**SUMMARY:** This position is a member of the custodial operations team and reports to the Service Leader of Operations, as well as to the Building Principal for day-to-day building instructions. This position functions as a leadership position and is responsible for the direct oversight of the custodial, light maintenance, and grounds operation of the building. This position keeps the district's school building(s) in such a state of operating excellence that they contribute to the success of the educational program.

**PERFORMANCE OUTCOMES**

1. A clean, safe, and secure building that supports a positive learning and working environment. The facility meets standards of cleanliness as defined by the District.
2. Regular and timely communication among his/her staff, and with the building administrator(s).
3. A trained custodial staff that is informed about and skilled in conducting preventive maintenance and daily light maintenance, custodial, and grounds activities.
4. A team approach to building operations that completes daily light maintenance, custodial, and grounds tasks according to an approved work schedule and established building housekeeping standards.
5. Contribution to a positive custodial staff morale.
6. A building that is equipped with the necessary cleaning chemicals, dispensers and necessary custodial equipment.
7. Knowledge of best cleaning practices and methods, state laws and regulations pertaining to Right to Know, Bloodborne Pathogens, and Personal Protective Equipment.
8. Competence in minor systems and facility operational equipment repair, light maintenance, and service (HVAC, pump/filter maintenance, preventive maintenance).
9. A visiting public that is pleased with custodial staff support, attitudes, and response.

10. Satisfactory response time to requests from building administrators and instructional staff members.

### **DUTIES AND RESPONSIBILITIES TO ACHIEVE PERFORMANCE**

#### **OUTCOMES** *(Other duties may be assigned or identified)*

1. Cooperate and communicate with the building Principal(s) and with his/her staff to properly maintain the building in a sanitary, safe, and functional condition. Contribute to a team effort with the custodial staff.
2. Instruct custodians verbally or in writing in the performance of custodial and routine preventive maintenance activities. Communicates with the entire operations team (district-wide) to maintain the physical plant and site in a sanitary and safe condition.
3. Perform daily maintenance, custodial, and grounds tasks according to an approved work schedule.
4. Develop/practice knowledge of cleaning methods for different areas of the building and for different types of cleaning surfaces. Continue to update this knowledge by attending training seminars and/or classes that focus on such issues as provided by the District. Possess knowledge or be open to learn about state laws that affect plant operations: i.e., Right to Know compliance, pesticides, blood-borne pathogens, etc.
5. Give assistance to district maintenance team members to affect the proper function of all mechanical equipment. Perform or assist with on-going preventive maintenance and minor repair on plumbing, custodial equipment, ventilation, building structure, and hardware.
6. Perform normal operator adjustments and service to facility operational equipment such as, but not limited to, compressors, boilers, unit ventilators, and fans and maintains records on operational and maintenance activities.
7. Evaluate supplies and equipment testing. Ensure that the building is equipped with the necessary cleaning chemicals and equipment to effectively maintain the building.
8. Assist in maintaining seasonal grounds work (close-perimeter snow removal, lawn work). Maintains inventory of custodial/maintenance supplies and equipment at the building level.
9. Clean and preserve designated spaces, equipment, etc., in the building.
10. Create and implement accurate, up to date daily work custodial schedules for the position and for the entire custodial staff, in collaboration with the custodial staff. Display such schedules on a visual board in the custodial office area. Display in custodial closets, if necessary. Give copies of all work schedules to the principal of the building.

11. Assist visiting public utilizing the facilities with directions within the building or in obtaining and setting up needed equipment and/or material.
12. Develop and inspects housekeeping standards in collaboration with the Service Leader of Operations, the custodial staff, and the building principal.
13. Requisition custodial-maintenance supplies for the building. When the capability exists, track the building custodial and maintenance budget and expenses, make cost-saving suggestions in terms of supply and equipment purchases. Monitor equipment and make or report necessary repairs as needed.
14. Schedule winter break, spring break, and summer cleaning in the building. Develop a written schedule for each if necessary.
15. Properly operate and store, perform scheduled maintenance on and perform minor repairs to various types of custodial and grounds equipment, including but not limited to vacuum cleaners, hand scrubbers, carpet extractors, etc.
16. Maintains building and grounds security by opening/locking the building each school day, if necessary.
17. Maintain work related records and prepares various reports as directed.
18. Give leadership and work with custodial team members in all areas of cleaning. Provide task expertise for employees in these areas. Instruct and assist in the training of second and third shift custodians in their work and monitor the work as needed. As time and schedule permits, be available to work occasional second and third shifts to assist and train team members. Maintain continuity and positive communication between shifts.
19. Maintain minimal time away from the job by adhering to district attendance policy.

**SUPERVISORY RESPONSIBILITIES:** Oversees work activities of custodians and custodial assistants at the building level.

**QUALIFICATION REQUIREMENTS:** 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). Demonstrated leadership and interpersonal skills necessary, demonstrated ability to deal with students, parents, and the public in a tactful and courteous manner, demonstrated knowledge of cleaning methodology, demonstrated good attendance and punctuality.

- **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 use computer or willingness to learn the same necessary.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide.
- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **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 Education 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, in accordance with state and federal laws.

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 frequently lift and/or move up to 40 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 shall occasionally push/pull items such as tables, bleachers, scrubbing machines. The employee should expect to move, operate, and clean various manually powered brooms, mops, vacuums, dusting tools, and snow shovels as well as mechanically powered waxing and buffing equipment. 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, in accordance with state and federal laws.

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 degreasers, disinfectants and sprays while

performing the duties of this job. The employee must be able to meet deadlines with time constraints. The noise level in the work environment ranges from low to moderate, depending on the situation.

