

**Greenwood School District 50
Position Description**

Position Title: Head Custodian
Department: School
Reports To: Principal
Prepared By: ARV Date: 5/28/1999
Approved By: ARV Date: 5/28/1999

SUMMARY: Keeps the school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- ⇒ Instructs custodians verbally or in writing in building and grounds custodial and routine preventive maintenance activities.
- ⇒ Assistant in maintaining seasonal grounds work
- ⇒ Maintains inventory of custodial/maintenance supplies and equipment.
- ⇒ Cleans and preserves designated spaces, equipment etc in the building.
- ⇒ Performs ongoing preventive maintenance and minor repair on plumbing, custodial equipment, ventilation, building structure and hardware.
- ⇒ Performs 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.
- ⇒ Performs minor electrical maintenance and repairs.
- ⇒ Assists visiting public utilizing the facilities with directions within the building or in obtaining and setting up needed equipment and or material.
- ⇒ Assists outside maintenance with mowing and maintenance of grounds and equipment.
- ⇒ Maintains building and grounds security by locking the building each school day.
- ⇒ Maintain work related records and prepares various reports as directed.

SUPERVISORY RESPONSIBILITIES:

Oversees custodians.

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).

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 speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. 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.

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 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs. such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. 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.

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 toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

The individuals currently holding this position perform additional duties and additional duties may be assigned.

