

Orleans Southwest Supervisory Union

Job Title: Head Custodian

Reports To: Facilities Director and Building Principal

Union Status: Support Unit

Position Status: Supplemental position, Department Head, added to contracted position.

Work Calendar: Full-Time, Year-Round July 1-June 30 annually or as posted.

Direct Reports: None

Date: 02/20/2023

FLSA Status: Non-Exempt

Job Summary: The Head Custodian will be responsible for maintaining optimal operating results for the building and grounds of the school district. The successful candidate will perform routine custodial duties and, in conjunction with the facilities director, oversee all aspects of the physical plant, including managing inventory and ordering, building maintenance and cleaning, and building safety. The Head Custodian will assure that all local, state and federal regulations are followed as prescribed by the facilities director.

Essential Duties and Responsibilities: Other duties may be assigned by supervisor(s).

Standard Custodial Duties

- Hard and soft floor care including: vacuum, shampoo, sweep, dust mop, wash, strip, wax, and buff.
- Wash and clean windows, window coverings, walls, chalkboards, whiteboards, trash cans, water fountains, and sinks.
- Dust furniture, fixtures, woodwork.
- Install and maintain bulletin boards and displays, and repair boards, artwork, frames, and displays.
- Provide setup and breakdown of cafeteria, gymnasium, auditorium, or other spaces for special events.
- Empty trash & recycling receptacles and pick up litter in and around buildings.
- Unload materials from delivery trucks.
- Provide routine grass trimming and leaf raking near building entrances.
- Clean and stock bathrooms, change and clean shower curtains.
- Repair/replace ceiling tiles.
- Replace light bulbs and change clocks.
- Move furniture.
- Do routine maintenance of heating and ventilating vents and fixtures (i.e. filter changes, locks (i.e. oiling), and lockers.
- Open building at designated time; raise flag (first shift only).
- Remove snow from immediate walks and exits.
- Provide coverage for custodial absences as requested.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Reports known safety hazards in the school to the building principal and facilities director.
- Available to support students and staff during evacuation drills and emergencies.
- Participate as a member of the school safety team as requested: Activate alarm during drills; help inspect the building to ensure everyone has evacuated and alerts principal of such; perform school safety inspections as part of a team; attend informational meetings.

Additional Head Custodian Duties:

- Assist facilities director in development and management of long-term maintenance and capital improvement plans.
- Update, and implement routine maintenance plans in conjunction with the supervisory union facilities director.
- Monitor and document adherence to maintenance plans per established procedures.
- Conduct daily inspections of the facilities to identify issues and proactively correct problems.
- Create schedules and task assignments for the custodial staff in collaboration with the principal and facilities director, and supervise the quality of the work.
- Collaborate with the principal, facilities director, and others to develop and implement school safety processes and compliance, including administering training, running drills, and conducting safety audits. Partner with the principal and facilities director to respond to emergencies.
- Respond to after hours facilities emergencies and notify facilities director
- Work with the facilities director to ensure buildings meet all government regulations and environmental, health, and safety standards
- Provide feedback to the facilities director for the purpose of drafting reports and making recommendations as requested by the school and supervisory union administration
- Assists the facility director in updating and maintaining the department's working knowledge of any current and ongoing information, certificates, registrations, licenses and other documents pertaining to all aspects of the facility.
- Collaborate with other facilities' staff within OSSU to address issues around the supervisory union
- Serves as on-site contact for outside vendors and contractors
- Communicate with contractors and vendors to schedule routine maintenance and basic repairs
- Solicit price quotes from vendors for supplies and repair work and submit for purchase approval
- Manage inventory of custodial supplies

Supervision Received: Reports to and receives administrative supervision from the Facilities Director and Building Principal.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. High school degree, or equivalent, plus 1 to 2 years of relevant experience preferred, or a combination of education and experience from which comparable knowledge and skills are acquired. Commercial cleaning experience preferred. Experience waxing and stripping floors, and using a scrubber, floor buffer, commercial vacuum and other floor machines also preferred.
- Knowledge and skill related to routine housekeeping and maintenance work required.
- Reliable transportation to work and to and from all campus locations.

Required Knowledge, Skills and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Language Skills. Ability to read, analyze, and interpret complex scientific, educational, and technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write articles using original or innovative techniques or style. Ability to effectively present information to teachers, leadership, public groups, and school board members.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside

organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

- **Tools/Technology Requirements.** Proficient computer skills in word processing, spreadsheet, and database programs required. Experience with Microsoft Office and Google (preferred).

Working Conditions: Work is normally performed in both a climate controlled office environment as well as in and around buildings in different weather conditions. While performing the duties of this job, the employee is exposed to fumes or airborne particles (including dirt and dust) with low to moderate frequency. The employee is occasionally exposed to toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate. Periods of sitting in front of a computer, reading, and keyboarding are often necessary. Stress can result from a need to meet deadlines and emergency situations.

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. While performing the duties of this job, the employee is regularly required to move around the building, go up and down stairs, to operate foot and hand controls, to use a telephone and to write. The employee frequently reaches with hands and arms, with some bending and twisting to; climb steps; stoop, kneel or crouch. The employee must frequently lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Definitions - Physical Demands

<p>Sitting: remaining in a seated position Standing: remaining on one's feet in an upright position at a workstation without moving about Walking: Moving about on foot Seeing: Perceiving with the eye Hearing: Perceiving or listening to sound by ear Talking: Articulating, speaking or discussing using spoken words Dexterity: Skill in the use of hands and fingers Lifting: Raising or lowering an object from one level to another (includes upward pulling) Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles. Crawling: Moving about on the hands and knees or hands Reaching: Extending the hands and arms in any direction</p>	<p>Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking) Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking) Twisting: Rotating; moving to face in alternate direction Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats Crouching: Bending the body downward and forward by bending the legs and spine Kneeling: Bending the legs at the knees to come to rest on the knee or knees. Handling: Seizing, holding, grasping, turning, or working with hands</p>
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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Confirmations:

Employee:

I have read and understand the responsibilities of my position as described in the preceding job description.

Name

Signature

Date

Human Resources:

Name

Signature

Date