

Dallas Center-Grimes School District

Job Description

Job Title:	Head Custodian	Job Code:	
Job Family:	Custodial	FLSA Status:	Non-Exempt
Pay Program:	Classified	Work Year:	12 months
Prepared/Revised Date:	October 2008		

SUMMARY: Responsible for Custodial staff supervision and the overall cleanliness, sanitation, security, safety and maintenance of the assigned facilities, buildings, grounds and equipment. Manage custodial personnel schedules and time, custodial inventory and equipment, custodial expenditures, building repairs and maintenance, seasonal and special projects, building use and building systems and operations of the assigned school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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, but the lists are not fully inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

JOB TASK DESCRIPTIONS:	Freq.	%
1. Ensure safety and functionality of the cafeteria prior to use by the Nutrition Services Programs by setting up tables, chairs and trash receptacles. Check cafeteria throughout the lunch period to remove trash, sweep and/or mop up spills. Clean the cafeteria following the lunch period by removing trash; breaking down tables and chairs; sweeping and scrubbing floors; and cleaning counters, sinks, walls and windows within the cafeteria.	Daily	25
2. Supervise, manage, train, schedule and facilitate the improved performance of the Custodial staff. Enforce District and department safety and cleaning standards and District, department and building policies. Develop and ensure completion of daily, summer, seasonal and project cleaning. Ensure adequate custodial coverage for all shifts. Maintain accurate records of Custodial staff, supplies, inventory. Order and inventory supplies, research and report on capital equipment purchases and maintenance; maintain MSDS sheets	Daily	7
3. Perform cleaning and monitor the restrooms throughout the day to ensure health and safety standards are upheld and may clean an assigned area. Follow Universal Precautions and sanitation procedures when handling the clean up of bodily fluid spills. Unclog plumbing and waste traps as needed.	Daily	25
4. Coordinate and assist with set-up, break-down and clean-up of school and community use activities. Coordinate community use by reviewing contracts, checking for scheduling conflicts, assigning custodial coverage and responding to special requests.	Daily	5
5. Act as the central point of contact s related to custodial services and duties at the assigned school.	Daily	5
6. Maintain outside grounds by performing weed control, tree trimming, lawn mowing and edging; monitoring and reporting the operation of the sprinkler system; removing and/or reporting graffiti and vandalism; removing litter and emptying trash receptacles; monitors, identifies and performs regular maintenance on outdoor equipment.	Weekly	2
7. Provide safe access to building daily, including ensuring snow and ice are removed, activating appropriate lighting, locking and unlocking specified windows, entryways and doors, checking for inoperable doors and windows, and monitoring	Weekly	3

unauthorized entries.		
8. Perform and document building operation safety checks including daily inspection of building systems, outside grounds and parking lot; weekly inspections of playground equipment; and monthly inspection of building cleanliness	Daily	5
9. Perform minor repair and building/facility modifications such as repairing, moving and assembling furniture; repairing custodial equipment, touch-up or cover-up painting; hanging teaching aids; participating in facility modification and construction projects; and initiating work order requests for repairs and modification projects. Organize maintenance requests, submit request and work with technician or contractor to ensure completion and satisfaction. Responsible for cleaning and ensuring proper functioning of stage and sound equipment, and exhaust hoods.	Daily	5
10. Distribute freight and school materials. Handle teacher and staff requests for stored teaching supplies and assistance.	Daily	3
11. Perform daily operational checks of lighting, plumbing, electrical and HVAC systems. Perform fire alarm tests, tornado and lock-down drills. May reset breakers and assess status of HVAC. May perform HVAC preventive maintenance including filter changes and monitoring indoor air quality.	Daily	5
12. Must carry and respond promptly to a radio while on duty and be first responder to all safety and security issues, hazards, adverse weather, alarms, fires, water breaks, mechanical and electrical failures, chemical spills and gas leaks.	Daily	5
13. Perform other duties as assigned.	As Needed	5

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be 18 years of age
- Recommended three years of experience in the custodial field.
- Recommended of one year supervisory experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- District required background checks
- Must be 18 years old.
- Ability to successfully complete a pre-hire, post-offer physical examination and pre-work screen.
- Blood borne pathogens, Right to know and Lock out/Tag out training required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Supervisory and management skills.
- Thorough understanding of custodial methods, processes, procedures, chemicals and equipment.
- Mechanical ability and skills.
- Basic bookkeeping, mathematics and budget management skills. Basic skill with machines and hand and power tools.
- Basic understanding of electrical, HVAC and plumbing systems.
- Basic carpentry or cabinetry skills.
- Ability to understand floor plans and building systems.

- Ability to ensure adequate custodial coverage and response for all shifts.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers, office productivity software and basic office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of custodial cleaning equipment, industrial and domestic winter and summer yard care equipment, digital testing equipment and hand and power tools.

REPORTS TO: Director of Operations

May occasionally take direction from the Building Administration to prioritize daily activities.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for managing custodial funds allocated for operations, ordering and maintaining inventory, tracking expenses and approving custodial expenditures.
- Manage human resources expenditures by reviewing and approving time and attendance, including real time, temporary leave and overtime.
- Responsible for ensuring resources are used responsibly and ensuring the crew has adequate supplies and equipment necessary to complete their jobs.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Rarely	Under 1/3	1/3-2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Read with hands and arms				X
Climb or balance		X		
Stop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Smell		X		
Lift up to 10 lbs				X
Lift up to 25 lbs				X
Lift up to 50 lbs			X	

Lift up to 100 lbs		X		
Lift more than 100 lbs	X			
Work Environment:				
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		