



Annandale Public School District 876

JOB DESCRIPTION

Position Title:
Head Custodian

Department:
Custodial

Unit:

Immediate Supervisor:
Building Principal

Grade Placement:
13

FLSA Status:
Non-Exempt

Job Summary:

Under the direction of the Director of Buildings & Grounds, the Head Custodian is responsible for the overall management of daily operations of the assigned school building. The Head Custodian is responsible for general cleaning, supervising building custodians, heating and cooling systems, maintenance and repair of the building and other aspects that provide for the safety, health and comfort of students, staff and the public within and around the building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors buildings, grounds and all operational systems to ensure continuous safe and efficient operations.
2. Manages and supervises building custodians.
 - Establishes regular cleaning and grounds schedules and procedures to ensure maximum safety and cleanliness.
 - Monitors, assesses and provides feedback of/to custodial staff regarding performance.
3. Performs general cleaning of classrooms, offices and bathrooms. Clean-up of blood or vomit is occasionally required.
4. Orders and inventories necessary supplies.
5. Performs building and equipment maintenance and repairs. Coordinates necessary repairs with outside contractors. Plans for ongoing maintenance and for extensive cleaning projects during school breaks.
6. Communicates and assists building staff with daily operations.
 - Activities before, during and after the school day
 - Athletics Department
 - Community Education
 - Classrooms

- Food Service
- 7. Performs seasonal grounds work as necessary.
- 8. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High School Diploma or equivalent

License/Certification Requirements:

- 2nd Class C Boiler License; Or working towards 2nd Class C Boilers License (license must be obtained within 12 months of becoming Head Custodian).

Knowledge required to perform the essential functions of the job:

- Knowledge of the operation of building systems including security, HVAC, refrigeration, plumbing and electrical systems.
- Knowledge of custodial equipment, techniques and supplies.
- Knowledge of federal and state health and safety codes/regulations.
- Knowledge of hazardous chemicals (safety, use, clean-up, etc.)
- Knowledge of math and language skills.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Skilled in establishing and maintaining effective working relationships with employees, supervisors and district administrators.
 - Skilled in delegating, supervising, training, evaluating and planning work assignments and priorities for department staff.
- Computer skills pertaining to communication, security system, etc.
- Skilled in planning, organizing, implementing and monitoring various departmental projects.
- Planning and monitoring approved budget.
- Planning, developing and overseeing preventative maintenance plans, schedules and procedures.
- Conducting facility maintenance, grounds and repair work (boiler repairs, electrical work, carpentry, HVAC and plumbing, athletic field maintenance, etc.)
- Ability to work independently with minimal supervision.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Heavy work. Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.