

### Assistant Head Custodian, High School

#### Purpose Statement

The job of Assistant Head Custodian, High School is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; assisting in coordinating and directing the work of custodial staff at high school; and minimizing property damage, loss and liability exposure.

#### Essential Functions

- Arranges furnishings and equipment (e.g. assembly, meetings, cafeteria for lunch, removing and moving furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Assists in the development of custodial supply and equipment budget for the purpose of meeting District goals.
- Assists in the supervision of assigned custodial personnel (e.g. coordinate schedules, provide training, participates in evaluation, interviews, assists in selection of new custodians, etc.) for the purpose of ensuring functions are performed thoroughly and efficiently.
- Cleans assigned facilities (e.g. cafeteria, classrooms, offices, restrooms, sidewalks, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, furniture, audio visual equipment, boxes, etc.) for the purpose of distributing materials to the appropriate parties.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects facilities and equipment (e.g. HVAC units, boilers, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs preventative maintenance and/or repairs/replacements (e.g. light bulbs, unclogs drains, cleaning grease traps, washing walls, spotting floor surfaces, etc.) for the purpose of ensuring availability and safety of facility.
- Prepares a variety of reports (e.g. requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of providing information required to maintain the facility.
- Prepares facility for daily operations (e.g. opening gates, raising flags, unlocks doors, turn off alarms, snow removal, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, unauthorized individual, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.

#### Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; operating standard office equipment including computer software applications; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures; coal fired boiler maintenance; and confined space entry.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working weekends and holidays; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Pulmonary Functions Test

**Certificates and Licenses**

CPR/First Aid Certificate

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance<sup>3</sup>

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**