

## *Custodian - Head*

- QUALIFICATIONS:**
1. High school diploma or equivalency
  2. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and building maintenance.
  3. Ability to supervise others and work without close supervision.
  4. Ability to work with others.
  5. Physical health as required for job performance.
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**SUPERVISES:** Custodial Staff of the School

**JOB GOAL:** To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
3. Plans and oversees all maintenance and repair work in the school, maintaining a high standard of safety, cleanliness, and efficiency.
4. Monitors the time records of all the building's custodial employees and certifies them for salary payment.
5. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
6. Fills out and files with the building principal work requests for maintenance needs which will require the assistance of the district maintenance personnel or contracted services.
7. Strives constantly to promote the safety, health, and comfort of the students and employees.
8. Performs any other duties assigned by the building principal.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Performs all types of building maintenance.
- Keeps accurate records.
- Works inside and outside year round.
- Works at ground level and heights.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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(BOE Revision: 8/13/2012)

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