

TITLE: Head Custodian

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Asbestos Awareness Training preferred.
5. Two years experience as a custodian and/or maintenance worker.
6. Have the necessary aptitudes for the work.
7. Such alternative to the above qualifications as the Board may find appropriate and acceptable.
8. Must be proficient in English both oral and written.

JOB GOALS:

1. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.
2. To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Sees to the coordination of district custodial schedules during the year.
2. Inventories district custodial supplies and orders supplies as needed.
3. Keeps his/her assigned building(s) of the school district and its grounds in a safe, clean, sanitary and satisfactory condition.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors after school each day, and during the day when their condition requires it.
6. Scrubs, hoses down, and disinfects bathroom floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Keeps all floors in a clean and attractive condition and in a good state of preservation.
8. Cleans all chalkboards at least once a week.
9. Makes minor building repairs.
10. Reports major repairs needed promptly to the building administrator.
11. Reports immediately to the Building administrator any damage to school property.

12. Remains on the school premises during non-school hours when the use of the building has been authorized and his/her attendance is required by the building administrator.
13. Depending on hours worked, assumes responsibility for the (opening and) closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Makes sure the building alarm is properly set before leaving the building.
14. Washes all windows on both the inside and outside at least twice a year, and more frequently if necessary.
15. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
16. Depending upon hours worked, raises the U.S. flag at or before 7:30 AM on each school day, and lowers it at or after 3:00 PM.
17. Knowledge of standard practices, methods, tools and equipment of the trade.
18. Knowledge of regulations, hazards and safety precautions relating to the trade.
19. Follows all District policies and those contained in the appropriate district handbook.
20. Accesses a computer and checks on announcements and notices on a daily basis.
21. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
22. Performs other tasks as assigned by the building administrator.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
6. Notifies the building administrator in the event of illness.
7. Promptly informs the building administrator of problems that need attention.

Physical Qualifications: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 50 pounds, and occasionally lift, carry, and/or move up to 100 pounds.

Terms of Employment: Full time Custodians will be employed for up to 12 months per year. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____