

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title _____ Head Custodian, Elementary _____

Supervisor's Title _____

Date Prepared _____ **Date Reviewed** 3/99 **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

The Elementary Head Custodian keeps school premises in a clean and orderly condition, by performing various duties.

Essential Functions

1. Performs general clean-up of facilities (sweeps, mops, scrubs, polishes, vacuums, etc.), halls, offices, classrooms, restrooms, garbage, walls, lunchroom, gymnasium, auditorium, etc.
2. Maintains gymnasium floors, stages, lunchrooms, heating and air conditioning systems, or any other specializing tasks as appropriate.
3. Waxes, seals, and refinishes various floors in the building.
4. Prepares and sets up rooms for special meetings, parties or various other activities and cleans up afterwards which involves arranging seating, furniture, light, sound, etc.
5. Maintains school grounds (removes snow, ice and debris, cuts, weeds, mows, rakes, waters, sweeps, and so forth).
6. Performs periodic major cleaning projects such as scrubbing walls, ceilings, woodwork, etc.
7. Directs activities of hourly custodial personnel.
8. Must be able to work an 8 hour shift with two 10 minute breaks within this time period and comply with Granite District attendance policies. At minimum, a one half hour unpaid lunch break is provided.
9. May be CPR and first aid trained to respond to emergencies. Need to follow bloodborn pathogen procedure when cleaning up body fluids (vomit, blood, etc.).
10. Opens building and has it ready for students and staff.
11. Requisitions cleaning supplies. Receives and makes out work requests and follows through to see that assignments have been effectively carried out.
12. Is responsible for cleanliness and maintenance of school grounds, and all special facilities. This includes arranging for repairmen and over seeing major clean up and repair projects such as heating plant or ventilation breakdowns or other situations of more major proportions.
13. Is responsible to the principal for all employee and custodial material budgets.

14. Secures building against vandalism, locks and unlocks doors, turns off light switches, and generally patrols the building and grounds.
15. Performs minor repairs as able (i.e., windows, doors, switches, desks, tables, equipment and appliances, sinks, toilets, blinds, walls, repair effects from minor break ins and other vandalism, etc.).
16. Prepares and cleans boilers for annual inspection.

Non-Essential Functions

Occasional duties as assigned (within skill level).

Required Knowledge, Skill and Ability

The Elementary Head Custodian should be skilled in the use and general maintenance of hand tools, small and large power tools, power cleaning supplies and equipment; power equipment (snow plow, lawn mower); telephone, heating plant, ventilating system, ladders and scaffold, pipe, wire, building materials, electrical appliances, and testing instruments. Needs to be familiar with Blood borne Pathogen procedures when cleaning up blood and other body fluids. Must have the ability to communicate with coworkers and be skilled in organizing and monitoring the work of others. General knowledge of sprinkling systems is helpful. Knowledge of material used in cleaning is required.

Minimum Entrance Requirements for Training

The Elementary Head Custodial should have a high school diploma or equivalent experience.

Minimum Entrance Requirements for Prior Experience

To perform adequately in this position an individual needs a minimum on one year job related experience at Granite School District with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

The Elementary Head Custodian has considerable responsibility for equipment, materials, and building, and is accountable for job performance in assigned areas. This position requires high responsibility for the safety of others. Substantial emphasis on public relations. Night activity increases incumbent's responsibility for building security and maintenance. The Elementary Head Custodian needs the ability to motivate people to work cooperatively and effectively and must be able to initiate and assess activities, and handle emergencies. Makes recommendations for hiring and terminating custodial personnel.

Interaction with Others (non-supervisory)

Interacts with teachers, students, administrators, parents, neighbors, vendors, and others.

Supervision

Depending on the size of the school, the Elementary Head Custodian normally supervises one or more part time sweepers. Provides instruction for new employees. Has authority to decide what should be done and is accountable for job performances.

Working Environment

The Elementary Head Custodian works under average working conditions. Seasonal work presents some discomfort. Hazards exist when using power equipment, ladders, scaffolds, mopping and using buffers on wet floors, and when working with chemicals. Often exposed to inclement weather. May respond to emergencies after hours. The flow of work is steady with pressure to complete the work tasks. Involuntary interruptions occur.

Physical Demand Characteristics

This position requires the moving of light weight cleaning equipment, supplies, etc. Occasional moving of heavier weights up to 100 pounds.