

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** Head Custodian, High School

**Supervisor's Title** Supervisor, Custodial Services

**Date Prepared** 3/97 **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 High School Head Custodian supervises and coordinates the activities of workers engaged in keeping area on the school complex and other buildings on the school grounds in clean and orderly condition. The general overall function is responsibility for maintaining school buildings and surrounding property which includes administration buildings of the District. Entails planning, supervising Associate Custodians, Assistant Custodians, Custodial Helpers, and any other appropriate custodial personnel and performing work to meet maintenance requirements on a two-shift basis (5pm-midnight).

**Essential Functions**

1. Secures buildings against vandalism, locks and unlocks doors, turns off light switches, and generally patrols the building and grounds.
2. Performs general clean up of all facilities (sweeps, mops, scrubs, polishes, vacuums, and so on, halls, offices, classrooms, restrooms, garbage and trash, walls, lunchroom, gymnasium, auditorium, etc.; refinishes resilient floors, shampoos carpet.
3. Performs minor repairs as able (i.e., windows, doors, switches, desks, tables, equipment and appliances, sinks, toilets, blinds, walls, repairs effects from minor break ins, and other vandalism, etc.
4. Maintains gymnasium floors, stages, exercise rooms, swimming pools, lunchrooms, heating and air conditioning systems, or any other specialized tasks as appropriate.
5. Refinishes gymnasium floors each year (minimum of 2 week job, usually between 4-6 weeks).
6. Prepares and sets up rooms for special meetings, parties or various, other activities and cleans up afterwards.
7. Maintains school grounds (removes snow, ice and debris, cuts, weeds, mows, rakes, waters, sweeps, and so forth).
8. Is responsible for and assists the Associate and Assistant Custodians and Custodial Helpers or any other designated personnel. Requisitions cleaning supplies, receives and makes out work requests and follows through to see that assignments have been effectively carried out.

9. Is responsible for cleanliness and maintenance of school, grounds, and overseeing major clean up repair projects such as heating plant or ventilation break downs, swimming pool malfunctions (in high schools) or other situations of more major proportions.
10. Is responsible to the principal for all employee and custodial materials budgets. Makes arrangements for needs of special programs, parties, meetings, and other activities which involve arranging seating, furniture, lights, sound, etc.
11. Performs periodic major cleaning projects such as scrubbing walls, ceilings and woodwork, painting rooms, and so on. Waxes, seals, refinishes, various, floors, in the building yearly. Prepares and cleans boilers for annual inspection.

### **Non-Essential Functions**

Occasional other duties as assigned (within skill level).

### **Required Knowledge, Skill and Ability**

The incumbent must be skilled in the use of record files, hand tools, small power tools, gardening tools, heating plant, ventilating system, cleaning equipment (brooms, mops), power tools, power cleaning equipment (vacuum, floor polisher), power equipment (snow plow, lawn mowers), pipe wire, limber, building materials, cleaning supplies, ladders and scaffolds, etc. Must be knowledgeable of and able to respond to emergency procedure plans (fires, bombs, etc.). Operates snow plow. Requires knowledge of finishing gym floors. Must know pool maintenance procedures. Must be familiar with Bloodborn Pathogens procedure when dealing with blood or other body fluids. Works with relevant MSDS information and trains others. Needs pool and spa certification (for swimming pools).

### **Minimum Entrance Requirements for Training**

High school diploma or equivalent. Must show competence on reading, writing, basic math, computer and interpersonal relations.

### **Minimum Entrance Requirements for Prior Experience**

To perform adequately in this position an individual needs a minimum of one year Granite School District experience as a Junior High Head Custodian or two years as a Granite Elementary Head Custodian (or equivalent) 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 incumbent has responsibility and accountability for decisions, for use of materials, equipment, buildings, and money, etc., and is held accountable for performance in these areas of

responsibility. The job involves considerable responsibility for the safety of others on or around the school. As a supervisor of others, the incumbent must ensure that subordinates are knowledgeable of and observe safe work practices (hazardous area should be secured to prevent access by students, faculty or public). Tools, equipment, chemicals, and supplies must be properly stored. Sanitation must be maintained. This job requires substantial public relations with patron visiting the school site for sporting events and other activities.

The incumbent must have ability to motivate those personnel working under his/her jurisdiction to ensure they work productively, cooperatively and with a sense of satisfaction in their work. The incumbent must be able to initiate as well as assess those activities related to areas of responsibility. One must be able to withstand pressure, handle emergencies and solve related problems. Interviews and makes recommendation for hiring and terminating contract hourly personnel.

### **Interaction with Others (Non-Supervisory)**

Works with district personnel, contractors, subcontractors, administrators and others during construction and remodeling of school. Coordinates community education with coaches, teachers, outside entities, and others.

### **Supervision**

The incumbent must have the ability to decide what should be done and who does it for up to 20 persons (with an average of 15) under his/her supervision. The incumbent is accountable to the principal for job performance, decisions, and judgments made. Additionally, one must ensure adequate planning and coordination of activities of those personnel assigned to maintain a multimillion dollar facility of up to 321,000 square feet.

### **Working Environment**

Work entails some sacrifice to personal comfort while working outdoors in the cold and heat. Often climbs high ladders to do repair work or wash windows. Exposure to some hazards including carrying gas from the district shops to supply machines. May be required to work irregular hours in emergency situations. The flow of work is steady with pressure to complete work tasks. Involuntary interruptions occur. Requires additional supervision of contract and hourly employees on two shifts. Building size and numerous activities in addition to the regular school program results in mental pressure beyond the regular day.

### **Physical Demand Characteristics**

Involves light weight cleaning equipment, supplies materials. Occasionally moves heavy objects. Most items weigh less than 100 pounds. On occasion, may have to physically handle violent students or injured students.