

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Head Custodian, Junior High School

Supervisor's Title _____

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 Junior High Head Custodian supervises and coordinates the activities of workers engaged in keeping areas in 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. 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.

Essential Functions

1. Is responsible for cleanliness and maintenance of school, grounds, and all special facilities. This includes arranging for repairmen and overseeing major clean up and repair projects such as heating plant or ventilation breakdowns, swimming pool malfunctions (in high schools) or other situations of more major proportions.
2. Secures building against vandalism, locks and unlocks doors, turns off light switches, and generally patrols the building and grounds.
3. Performs general clean up of all facilities (sweeps, mops, scrubs, polishes, vacuums, etc., halls offices, classrooms, restrooms, garbage and trash, walls, lunchroom, gymnasium, auditorium, refinishes resilient floors, shampoos carpets, etc.). Performs periodic major cleaning projects such as scrubbing walls, ceilings, and woodwork, painting rooms, etc.
4. 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.). Prepares and cleans boilers for annual inspection.
5. Refinish gym floors each year. Maintains gymnasium floors, stages, exercise rooms, swimming pools, lunchrooms, heating and air conditioning systems, or any other specialized tasks as appropriate. Maintains school grounds (removes snow, ice and debris, cuts, weeds, mows rakes, waters, sweeps and so forth).
6. Is responsible for scheduling of the activities and rentals of the school facilities. Prepares and sets up rooms for special meetings, parties, or various other activities and cleans up afterwards.
7. Is responsible for and assists the Associate and Assistant Custodians and Custodial Helpers or any other designated personnel. Interviews and make recommendations for hiring and terminating of hourly personnel. Requisitions cleaning supplies, receives and

makes out work requests and follows through to see that assignments have been effectively carried out.

8. Is responsible to the principal for all employee and custodial materials budgets.

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 (snow plow, lawn mower, etc.), pipe, wire lumber, building materials, cleaning supplies, ladders and scaffolds. Must be knowledgeable of and able to respond to emergency procedure plans (fires, bombs, etc.). Operates snow plow. Knowledge of finishing wood gym floors.

Minimum Entrance Requirements for Training

High school diploma or equivalent. Must demonstrate competence in reading, writing, basic math and interpersonal relations.

Minimum Entrance Requirements for Prior Experience

One year experience as a Granite School District Head Elementary 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 for materials and equipment, and the building, and is held accountable to the principal for performance in area of responsibility. Responsibility for the safety of school personnel. Substantial emphasis on public relations. The incumbent must have the ability to motivate those personnel working under one's jurisdiction to insure they work productively, cooperatively, and with a sense of satisfaction in their work. Must be able to initiate as well as assess those activities related to areas of responsibility. One must be able to withstand pressure, handle occasional emergencies, and solve related problems.

Interaction with Others (Non-Supervisory)

Considerable interaction with public, students, parents and others during activities in the school after school hours. Interacts with principal teachers and other district personnel. Works with vendors and repair personnel.

Supervision

The incumbent must have the ability to decide what should be done and who does it for the up to 15 people.

Working Environment

Work entails some sacrifice of personal comfort while working outdoors in the cold and heat. Often climb high ladders to do repair work or wash windows. Exposure to some hazards including carrying gas from the district shops to the supply machines. May respond to emergencies after hours. Involves use of light weight cleaning equipment, supplies, materials, occasional moving of heavy objects, etc. The flow of work is steady with pressure to complete the work tasks. Involuntary interruptions occur. Requires additional supervision of contract and hourly employees on two shifts.

Physical Demand Characteristics

Moves or lifts objects weighing less than 100 pounds.