



## David Douglas School District #40

### Classified - Job Description

#### **CUSTODIAN IV – HEAD CUSTODIAN**

Schedule: 12 months per year  
Class: 15

#### **POSITION PURPOSE**

To oversee the building service activities of a school facility so that it is clean, safe, well maintained and provides a positive learning environment for students.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Supervise custodial personnel on all shifts. Schedule day shift and night shift work assignments, as well as work assignments for special activities. Receive requests for custodial services and incorporate these into the work schedule
- Inspect facility to determine needed cleaning repair and maintenance. Follow up to insure work is completed on time and meets districts standards. Plan long term and short term maintenance and cleaning schedules
- Submit work orders and work with Maintenance Department and outside contractors in scheduling building maintenance
- Work with building and fire inspectors
- Prepare reports on vandalism
- Perform custodial functions such as: cleaning and buffing floors, vacuuming cleaning up spills, replacing light bulbs, moving furniture and materials. During summers, paint walls, ceilings, equipment, parking lots. Maintain cleaning equipment
- Order cleaning and maintenance supplies for school through supervisor or warehouse or directly through approved suppliers
- Assist faculty in supervising students in cafeteria
- Train crews in use of hazardous materials. Provide training in safety, use of equipment and custodial methodology
- Attend faculty meetings to assist in planning school activities and advise on workability of projected plans
- Assist other maintenance classifications as needed
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- 21 years of age or older and related work experience
- Minimum 3 years day custodian experience or equivalent
- Possess supervisory skills
- Knowledge of materials, methods and equipment used in building service work
- Knowledge of occupational hazards and safety precautions, including handling and disposal of hazardous materials
- Skill in making minor repairs
- Basic computer skills required
- Ability to work harmoniously with others and communicate effectively and appropriately, both orally and in writing, with students, staff, and visitors
- Possession of a valid first aid card is desirable

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Frequent and prolonged standing, walking and bending. Ability to climb ladders, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains, and general maintenance. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.