



David Douglas School District #40

Classified - Job Description

CUSTODIAN III - HEAD CUSTODIAN

Schedule: 8 hours per day / 12 months per year / 262 Days per year
Class: 14

POSITION PURPOSE

To oversee the building service activities for a school facility so that it is clean, safe, and well maintained by a cohesive group in order to provide a positive, safe and sanitary learning environment for students and staff.

The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job related tasks to be completed when time permits. These duties are a representation of position expectations. Actual duties assigned may vary depending on the needs of the building, Custodial Department and the School District.

NATURE AND SCOPE OF RESPONSIBILITIES

- Lead custodial personnel on all shifts. Schedule assign and train day shift and night shift work assignments, as well as work assignments for special activities to meet the needs of the building. Receive requests for custodial services and incorporate these into the work schedule
- Inspect facility to determine needed cleaning, training, repair and maintenance. Follow up to insure work is completed on time and meets district standards. Plan long term and short term maintenance, training and cleaning schedules. Make minor repairs
- Regularly meet with Supervisors to review building needs. This will include building use, needed cleaning and repairs and scheduling staff to meet these needs. Review and implement recommended improvements to the facilities and custodial performance.
- Identify items beyond the scope of the custodial staff, submit work orders and follow up with Maintenance Department
- Clean internal areas of school facilities daily, such as classrooms, halls, offices, rest rooms and other school areas
- Perform other custodial functions such as: cleaning and buffing floors, vacuuming, cleaning up spills, replacing light bulbs, moving furniture and materials, paint walls, ceilings, and equipment. Maintain cleaning equipment
- Respond to special requests for custodial services by teachers and administrators
- Set up, take down and move furniture, shelving and partitions
- Sweep walkways, clean gutters, and pick up debris on grounds, year around
- Assign, train and orient new employees and substitutes; keep record of employee hours
- Operate heating plant and software
- Order and maintain adequate inventory of custodial supplies for the building
- Attend custodial staff meetings
- Report incidents of vandalism by following district procedures and fix as needed
- Assist faculty in monitoring students in cafeteria and other common areas of the building
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older and related work experience
- 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

QUALIFICATIONS Continued

- Ability to see and repair items needing attention
- Ability to work harmoniously with others with a demonstrated ability to establish and maintain a collaborative working relationship across teams, functions, and layers with district staff and the general public and to contribute a successful work group and foster a team-oriented culture through positive interactions, active listening, meaningful collaborations, and the constructive exchange designed to meet the organization's strategic goals
- Ability to exercise confidentiality, tact, diplomacy and independent judgement related to personnel, financial, and legal matters
- Strong interpersonal skills necessary to develop, establish and maintain effective, professional, collaborative and collegial working relationships with clients, employees, and others with whom we may work with
- Strong conflict resolution skills and demonstrated ability and competency to work with a diverse population of clients and coworkers of all ages
- Ability to understand and follow oral and written instructions with limited supervision
- Basic computer skills. Email, online ordering, and work orders
- Previous supervisory or leadership experience preferred

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.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.