



David Douglas School District #40 Classified - Job Description

CUSTODIAN V – HEAD CUSTODIAN

Schedule: 8 hours per day / 12 months per year / 262 Days per year
Class: 18

POSITION PURPOSE

To collaboratively oversee the building service activities of the entire campus of the David Douglas High School so that it is clean, safe, and well maintained by a cohesive team 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 high school campus, 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 collaboratively, as well as work assignments for special activities to meet the needs of the entire campus. 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.
- Regularly meet with Supervisors and second Head Custodian to review building needs across the entire campus. This will include building usage, needed cleaning and repairs and scheduling staff to meet these needs. Review and implement recommendations for improvements to facilities and custodial performance.
- Cross train with other High School Head Custodian to familiarize yourself with the entire campus including buildings and staff in order to maintain the entire campus equally and effectively. This will include being responsible for designated campus wide duties as assigned by a Supervisor.
- 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 monitoring students in cafeteria
- Train crews in use of hazardous materials. Provide training in safety, use of equipment and custodial methodology
- Assist other maintenance classifications as needed
- Backup pool operator in his/her absence
- 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
- Ability to recognize and repair items needing attention. Skill in making minor repairs
- Ability and knowledge to train and perform the duties of all custodial positions below this level.
- Basic computer skills required. Email, document writer, ordering, HVAC software, and work orders.
- Ability to work harmoniously 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
- Obtain and maintain a Pool Certification Certificate as required. This will need to be obtained within your probationary period.

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.