

Cape Girardeau Public School District No. 63
Job Description

Job Title: Head Custodian

Terms of Employment: 12 month contract; 260 days

FLSA Status: Non-Exempt

Reports to: Building Principal, Facilities Supervisor and Assistant Facilities Supervisor

Brief Description of Position:

The Head Custodian is responsible for the daily, routine maintenance that keeps the buildings and grounds hygienic. The Head Custodian manages the Custodians, and works closely with the Custodians to maintain the value of the buildings.

Required Qualifications:

- High school diploma or equivalent
- Must pass Missouri requirements to work in public school buildings.
- Demonstrated work history reflecting stability and reliability
- Ability to work around dust and cleaning chemicals
- Demonstrated ability to operate heavy cleaning equipment such as scrubbing machines, high speed buffers, carpet extractor, and recycle bailer
- Ability to move heavy items (desks, file cabinets, mattresses, recycle bins) and lift up to 50 pounds with or without accommodations
- Ability to work from stepladders up to 14 feet with or without accommodations
- Ability to add, subtract, multiply, and divide units of measure
- Ability to follow written & verbal instructions & perform duties with minimal supervision
- Ability to stoop, bend, reach, kneel, and climb frequently and for extended periods of time while performing job duties
- Demonstrated experience and understanding of customer service
- Demonstrated commitment to working with multicultural populations
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to manage time appropriately.

Desired Qualifications:

- Three or more years of experience in maintenance and custodial duties

Essential Duties and Responsibilities:

- Supervise, manage, train, schedule, and verify timesheets of custodial staff
- Be in the assigned building at all times except when custodial responsibilities require assistance in other areas. Notify the office when it is necessary to be out of the building.

- Assume responsibilities for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off. Activate and deactivate the building security systems.
- Raise the flags.
- Scrub and disinfect floors, fixtures in the restrooms daily. Check restrooms throughout the day. Replace soap and paper supplies. Clean water fountain daily.
- Sweep classrooms daily.
- Vacuum carpeted areas at least once every other day, more if needed.
- Dust flat counter surfaces, bookcases, window ledges, telephones and table as needed; objects do not need to be removed before dusting.
- Clean hallways each day and as conditions require.
- Keep all floors in a clean and attractive condition and in good state of preservation.
- Clean all chalkboards at least once a week.
- Clean entry mats daily.
- Remove graffiti as soon as possible.
- Sweep gym floors before school begins each day and before events if you are assigned a building which houses a gym.
- Follow district procedures for clean-up of vomit and other body fluids.
- Conduct an on-going program of general maintenance. (i.e. replacing ceiling tile, tightening screws in desks, chairs and door closures, replacing light bulbs, doing minor plumbing repairs and cleaning filters and checking motors in the unit ventilators.)
- Report major repairs promptly to the district maintenance supervisor.
- Check the building heating system at least twice a day to ensure that it is working properly, when in use. Report problems to the district maintenance supervisor promptly.
- Move furniture or equipment as requested for various activities as directed by the principal.
- Wash windows on both the inside and outside at least once each year and more frequently if necessary.
- Keep constant check on the duty sheet to be posted in the building office.
- Keep building premises, including sidewalks and play areas clean at all times.
- Shovel, plow and/or put ice melt on walks and steps as appropriate.
- Contact warehouse supervisor for supplies as needed.
- Mow around buildings as requested.
- Check for safety hazards and report them to the district maintenance supervisor.
- Help unload commodities.
- Cooperate with all district personnel.
- Participate in professional meetings.
- Follow all district policies, including those relating to a drug-free school.
- Contribute to an effective and efficient school district.
- Be prepared for any surprises and be able to cope.

- Pick up mail at the post office and night deposits at the bank daily.
- Clean the gym locker rooms and coaches' office daily, making sure that the stools, showers, sinks and drinking fountains are thoroughly cleaned and disinfected. Keep all dispensers filled. Clean the benches, walls door frames, and mirrors as needed. Keep the floors clear of clutter, swept and mopped. Keep the towel and waste baskets empty. Check periodically throughout the day. Keep towel barrels available.
- Keep commons area clean throughout the day, mopping as needed. After lunch has been served, clean and mop the serving and trash dumping area as soon as possible. At this time check the concession stand and clean and mop as needed.
- Clean the main gym daily - pick up all trash, wet mop as needed, dust mop floor using a properly treated dust mop. Remove spots from drinking fountains - clean and disinfect thoroughly. Clean all walls, mats, and doors as needed. Set up gym and make necessary arrangements needed for all activities.
- Take out garbage in administration area and clean administration restroom.
- During the course of the day, dust lockers, trophy cases, door and window ledges and wash windows, mirrors, walls and door frames
- Clean and maintain the auditorium and stage daily or as needed.
- Assist the high school office and elementary custodian as needed.
- Clean and disinfect track/football restrooms as needed during the seasons in which they are used.
- Fill pop machine as needed.
- Empty trash cans in court yard as needed.
- Keep busy throughout work shift using time wisely and completing tasks in a timely fashion.
- During summer break, perform the work necessary to prepare the building for the next school year sharing the responsibility of supervising summer help and showing by example how the work is to be done.
- Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
- Greet all students, faculty, staff, and visitors courteously.
- Maintain a positive rapport with students, staff, parents and the community.
- Cooperate with and work in a courteous manner with co-workers and other personnel.
- Dress appropriately for the position and work required.
- Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
- Accept constructive criticism and suggestions and seek to improve each performance responsibility.
- Maintain confidentiality in the school operation.
- Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.
- Maintain the facility in a condition of excellent cleanliness. Cleaning duties may include but are not necessarily limited to: sweeping, dusting, mopping/scrubbing,

vacuuming, washing windows, cleaning “chalkboards”, cleaning furniture, laundry, waxing floors and disposing of trash.

- Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Perform such yard keeping chores as grass cutting and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.
- Maintain on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and extended work hours have been approved.
- Keep an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian’s work.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Assume responsibility for the safe condition of the swimming pool, if the building has one, make all necessary water tests, back lash the filters, and refill the pool as necessary.
- Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

- Occasionally subjected to vibrations, mechanical and electrical hazards, Atmospheric conditions occasionally include fumes and dust. Caution necessary to avoid harm from misuse of chemicals.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Reviewed August 2013