

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Head Custodian

Purpose of the Job

The head custodian is a person responsible for providing a safe and sanitary environment for the educational process in the school to which he or she is assigned.

Essential Job Functions

1. Organize schedule with the principal and Custodial Supervisor to plan assignments for self and regular custodians for daily cleaning of the building.
2. Analyze building needs and prepare programs for work to be performed periodically and during summer vacations.
3. Inform the principal of problems which require assistance from the maintenance department. Write maintenance work request as necessary, using School Dudes web based work order program.
4. Give instruction to regular custodians in the use of cleaning equipment.
5. Inspect door locks and panic hardware to assure proper operation and maintain security of the schools.
6. Carefully supervise and assist in the cleaning and care of building, floors, walls, windows, etc., to assure the duties and responsibilities of the regular custodians are achieved.
7. Perform minor building maintenance and repairs.
8. Practice proper safety procedures and eliminate hazards to prevent accidents. Maintain up-to-date MSDS files and provide regular custodians with the required MSDS information for safe use of custodial supplies and chemicals.
9. Order custodial supplies from web site supply system.
10. Give instruction in the use of firefighting equipment provided.
11. Assure the care and proper handling of the flag of the United States.
12. Maintain a record of facility usage using School Dudes web based Facilities Direct program and notify night custodians of activities and events scheduled for after school use. Monitor through night custodians the safe and proper usage of facilities and report any problems to the Custodial Supervisor.
13. Monitor building ventilation systems and assist the maintenance department in programming of the computer system that operates the ventilation equipment.
14. Assist principal in running monthly fire drills. Maintain a record of the date and time of fire drills. Report to maintenance supervisor and principal any recommendations or problems relating to your school and site.
15. Give employee evaluation input annually of the custodians directly under your supervision and submit them to the Custodial Supervisor.
16. Supervise students under your direction. Ensure their safety at all times. Do not allow students in mechanical or electrical rooms. Do not allow students on roofs of any buildings or any custodial areas where chemicals are present.
17. Remove ice and snow from entrances and walkways as directed.
18. Keep custodial and electrical/mechanical areas, equipment, and supplies neat, clean, and orderly.
19. Report unusual mechanical and electrical situations via work request system.
20. Ensure compliance with district Standard Operating Procedures (SOPs).
21. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Experience in scheduling, assigning work, giving instructions in the use of tools, equipment, and cleaning materials preferred.
2. Experience in the cleaning and maintenance of school buildings or other large buildings preferred.

Knowledge Skills & Abilities:

3. Ability to make minor building maintenance repairs preferred.
4. Ability to work cooperatively with the members of the certificated staff and other classified staff and students.
5. Ability to read and comprehend technical manuals.
6. Ability to communicate well both in written and oral form.
7. Ability to perform all duties of custodial staff.
8. Ability to lift 50 pounds.
9. Computer skills, using Microsoft Office software and School Dudes program.

Licenses, Certificates & Special Requirements:

10. Valid Washington State driver's license.

Reporting Relationship:

Supervision of the head custodian is the responsibility of the Custodial Supervisor. The principal acts as coordinator of custodial and maintenance programs in his/her school.

Conditions of work:

Union Affiliation:

SEIU

FLSA Status:

Salary Range:

SEIU Wage Schedule

Job #

SEIU-110

Job History:

Created: 5-18-92; Revised: 7-10-03; 7-25-12;

Immediate Supervisor

Date

Asst. Superintendent of HR

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice