

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Head Custodian	<b>Department:</b> Maintenance	<b>Unit:</b> Custodians
<b>Immediate Supervisor:</b> Maintenance Supervisor	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Maintenance Supervisor, the Head Custodian is responsible for coordinating and leading custodial staff and custodial operations of the building to ensure a safe and clean environment for staff, students and the public. Duties include coordinating and notifying staff of after hour set up and activities within the building; performing general preventive maintenance on air handling units, circulation pumps and exhaust fans; setting up and cleaning of dining areas before and after breakfast and lunch; and for performing general cleaning and janitorial services within the building.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and monitors cleaning and custodial services in classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building during the shift. Communicates with day staff, Principal and other custodians concerning specific work orders, building needs or concerns for the coming shift. Informs after hours (i.e. night custodians and/or lead custodian) staff of building set up, tear down and activities within the building.
2. Participates in the cleaning and general janitorial services within the building. Performs such representative duties that might include:
  - Dusts and wet mops floors and hallways, as necessary.
  - Waxes rooms, as required.
  - Sets up multi-purpose room for breakfast and lunch. Cleans and maintains food areas after meals.
  - Cleans chalk boards and whiteboards and empties pencil sharpeners in classrooms.
  - Cleans sinks, drinking fountains.
  - Cleans glass windows.
  - Picks up and removes trash.
  - Cleans and sanitizes restrooms, toilets, adds paper products to dispensers.
  - Vacuums carpets and entry mats.
  - Cleans and disinfects spills and stains as required.
  - Uses scrubbers to clean floors.
3. Performs general and routine preventive maintenance and service needs within the building. Maintains air handling units, exhaust fans, changes filters, and maintains circulation pumps. Performs minor maintenance such as changing bulbs, ballasts, etc.. Monitors and maintains HVAC systems within the building.
4. Oversees and monitors the security of the building to ensure doors are locked, windows closed and the building is empty of the public, and performs boiler check
5. Performs general and routine maintenance and repairs within the building (e.g. changing light bulbs; hanging whiteboards and shelves; assembling furniture; etc.). Informs and communicates identified maintenance issues or repair needs to the Head Custodian.
6. Coordinates, monitors and participates in extensive summer cleaning and assists in various maintenance projects. Performs such representative activities as:

- Strips and waxes floors.
  - Shampoos all carpets.
  - Cleans walls and ceilings.
  - Paints walls.
  - Fixes and repairs lockers, doors, and shelves.
7. Collaborates with and works with the Building Principal, Supervisor of Maintenance and the Assistant Supervisor concerning building needs, repair issues, upcoming plans/schedules, contracted service etc.
8. Performs other duties of a comparable level or type, as required.
- Attends training sessions and safety sessions, as assigned.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> MN Driver's License and an appropriate class Boiler License.	
<b>INDIRECT SUPERVISION:</b>			
<b>Number of employees indirectly supervised:</b> Night Lead Custodian and/or Custodian			<b>Total:</b> 1-12
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel.</li> <li>• Leading and monitoring staff activities and functions to assure work standards and compliance with departmental work orders, schedules, and responsibilities.</li> <li>• Coordinating the set up and tear down of equipment, supplies or materials needed for evening events or activities for night and after hours personnel.</li> <li>• Performing routine repairs and general maintenance within the facility.</li> <li>• Cleaning and caring for the appearance of building areas and surfaces.</li> <li>• Using tools, chemicals and cleaning equipment.</li> <li>• Reading, understanding, and following safety procedures and written instructions.</li> <li>• Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.</li> </ul>	
<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma	Some Technical Training	
x	High school diploma or GED.	<b>Major field of study or degree emphasis:</b> Boiler Operation	
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
	2nd year graduate level	<ul style="list-style-type: none"> <li>• Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black/white boards, carpets furniture, walls and fixtures.</li> <li>• Knowledge of the use and operations of cleaning equipment, tools, materials and supplies used in custodial work.</li> <li>• Knowledge of applicable custodial operations.</li> <li>• Knowledge of operation of all equipment required in the performance of the job.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Knowledge of all safety precautions and risk management procedures and proper lifting mechanics.</li> <li>• Knowledge of boiler operation and HVAC equipment control systems.</li> <li>• Knowledge of the application, use and proper storage of all chemicals used in the performance of the job.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
 Requires a minimum of 3 years previous custodial and general maintenance experience.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk				X	Up to 25 lbs			X	
Sit	X				Up to 50 lbs		X		
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**  
**Medium Work:**  
 Exerting up to 50 pounds of force occasionally, up to 25 pounds frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b>          Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.          The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.</p>
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**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<b>OUR MISSION</b>	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
<b>CORE VALUES</b>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<b>MISSION OUTCOMES</b>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<b>STRATEGIES</b>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<b>STRATEGIC DELIMITERS</b>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<p>_____</p> <p><b>Department Head's Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>Classification History:</b> Created classification description 5/2016 BCC</p>	

