



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Custodian Head Small Secondary** FLSA Status: **Non-Exempt**
 Job Family: **Custodial** Pay Range: **CS20H**
 Prepared/Revised Date: **November 9, 2017** Job Code: **60833**

SUMMARY: Responsible for management and maintenance a small secondary school facility to ensure a clean and safe environment for students, staff and public. Train, supervise and evaluate a team of approximately 2 custodians. Maintain a budget for supplies, coordinate work order requests and monitor activity scheduling system. Meet with school principal to determine school custodial needs. Secure facility at all times to ensure a safe school and working environment. Provide high level customer service for school events and community activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, computer labs, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, weight rooms and other areas of a facility including exterior grounds.	D	30%
2. Assist with student supervision in common areas of the building and grounds. Oversee lunchroom duties, including cleaning and assisting students during breakfast and lunch. Guide students and staff in the care and use of the facility.	D	30%
3. Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use. Maintain a database of school-related activities and building rentals. Receive, document, and coordinate building permits. Coordinate with school staff and Customer Support Center to ensure proper coverage and equipment needs for events. Maintain schedule of custodial coverage for activities that occur outside normal working hours. Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use. Move and set up furniture and equipment as requested.	D	20%
4. Train, supervise and evaluate up to 2 custodians and communicate with Custodial Department supervisors regarding performance of custodial staff, site issues, equipment needs, etc. Motivate a diverse custodial staff to maintain a positive working environment and high quality work. Collaborate with night lead custodian to resolve issues, schedule work, plan projects, inspect building and coordinate building activity needs.	D	10%
5. Check building systems including alarms, heating systems, lighting systems, boiler rooms and fire extinguishers. Perform building checks during inclement weather. Coordinate, report and follow-up with other District departments and school staff regarding building maintenance, safety and repairs. Perform minor maintenance and repairs to building, furniture, and equipment, including custodial equipment. Schedule and provide locker maintenance and combination changes.	D	2%
6. Manage building custodial budget, including inventory and ordering of custodial supplies. Deliver supplies throughout building.	D	1%



7. Monitor and inspect the building and grounds for cleanliness and safety. Maintain inventory of custodial chemicals and Safety Data Sheets (SDS). Ensure proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS). Work with Health and Fire Departments to ensure code compliance.	D	1%
8. Secure facility by locking doors, windows, and setting alarms. Coordinate the opening and closing of building and monitor building security throughout shift.	D	1%
9. Remove snow and ice from walks as needed to ensure safety.	D	1%
10. Comply with energy conservation procedures as outlined in the Sustainable Management System	D	1%
11. Attend work and arrive in a timely manner.	D	1%
12. Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed.	Q	1%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D.
- Two years of experience as a custodian
- One to two years of experience in a supervisory or lead custodial position preferred. Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Ability to successfully complete a post-offer, pre-employment physical examination

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to work with and be a part of a team
- Ability to work independently
- Knowledge of cleaning methods and cleaning products
- Ability to operate a computerized security system
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of all major custodial equipment
- Ability to perform minor equipment and building repairs
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Custodian	up to 2

- Assist with interviewing, hiring, training, directing work, appraising performance and resolving problems of employees
- Required to carry and respond to cellphone during assigned shift
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile	X			
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	