

## **PARK CITY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

#### **HEAD CUSTODIAN**

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##### **DEFINITION:**

Under the direction of the Principal, lead, plan, organize, monitor and schedule custodial services; perform a variety of custodial duties and special cleaning operations in addition to assigned building/grounds maintenance and minor repair work; oversee and support assigned custodians in the performance of their assignments to ensure completion in a proper, safe and timely manner; ensure an attractive, clean, safe, sanitary and organized environment for students, staff and visitors of the school district; oversee preparation of facilities for classroom activities and campus events; train and provide work guidance for custodial crews.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead, plan, organize and schedule custodial services at assigned site; monitor the work of others in performing a variety of custodial tasks including minor preventive maintenance; train, provide work guidance and coordinate the work of custodial crews.
- Perform routine custodial activities at assigned site; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets of site facilities; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, hallways and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti.
- Assist in minor maintenance repair work such as painting, plumbing and other projects as assigned.
- Operate, maintain and repair various small and large power equipment, and other custodial/grounds equipment (e.g. vacuum cleaner, polisher, power washer, tractor and blower, etc.); operate other custodial equipment as assigned; follow district safety procedures when operating, maintaining and repairing equipment;
- Provide input in the selection and evaluation of custodial staff; maintain time records for assigned personnel.
- Monitor and maintain inventory levels of custodial supplies; distribute and replenish custodial supplies and materials as directed; submit work orders for supplies and needed repairs; maintain various records related to inventory and assigned custodial activities.
- Organize and assist with ice and snow removal.
- Lead and participate in the thorough cleaning and restoration of campus facilities during summer and vacation periods.
- Prepare site for daily operations ensuring facilities are operational and hazard free.
- Inspect and maintain buildings and adjacent grounds areas in a clean, orderly and secure condition as assigned.
- Secure site and facilities to minimize property damage, equipment loss and potential liability; maintain security of assigned areas according to established guidelines.
- Coordinate the use of school facilities by community organizations and outside groups; plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment.
- Consult with site administrative personnel regarding planning, prioritizing and scheduling custodial activities, safety concerns and achieving site maintenance objectives.
- Prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and equipment; clean equipment and debris following events.

- Respond to inquiries from staff, students, or visitors and provide information or direct inquiry to appropriate personnel.
- Deliver a variety of items such as supplies, mail, packages and furniture.
- Drive a vehicle to conduct work as assigned.
- Attend and participate in meetings and trainings as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: sufficient education to demonstrate the knowledge and abilities listed above and three (3) years of increasingly responsible custodial work experience.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Methods of industrial cleaning for floors, carpets, furniture, walls and fixtures.
- Principles of training and providing work direction.
- Proper methods, techniques, storage of tools, materials, supplies and equipment used for custodial work.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Basic tools and equipment to perform minor repairs.
- Basic inventory methods.
- Interpersonal skills using tact, patience and courtesy.
- Appropriate safety precautions and procedures including proper lifting techniques.
- Basic mathematic calculations.

Ability to:

- Lead, plan, organize, monitor and schedule custodial services.
- Perform routine cleaning and custodial maintenance activities at an assigned site in addition to assigned building/grounds maintenance and minor repair work.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Estimate quantity and types of supplies needed.
- Move and arrange furniture and equipment.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate and maintain a variety of tools and custodial equipment.
- Communicate and work well with diverse groups of individuals.
- Maintain records related to work performed.
- Train provide work guidance for custodial crews.
- Work independently.
- Add, subtract, multiply and divide quickly and accurately.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/outdoor work environment.
- Subject to fumes, dust and odors.

- Subject to extreme weather conditions.
- Driving a vehicle to conduct work.
- Work evening or variable hours.

Physical Demands: The physical demands described here 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.

- Seeing to perform custodial duties.
- Walking or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.

Hazards:

- Exposure to cleaning agents, chemicals and bodily fluids.
- Working from heights on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

<b>FLSA STATUS:</b>	<b>APPROVAL DATE</b>	<b>SALARY GRADE</b>
<b>Non-Exempt</b>		<b>N</b>