

Sheepscot Valley Regional School Unit 12

HEAD CUSTODIAN – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. High School diploma, GED or willingness to complete a high school diploma program.
2. Basic computer skills ie, system operations, e-mail
3. Excellent communication skills
4. Strong organizational skills
5. Ability to follow written and verbal instructions.
6. Custodial, grounds keeping and/or general maintenance experience.
7. Appropriate Department of Education Authorization

DESIRED QUALIFICATIONS:

1. Ability to work independently and as a member of a team.
2. Ability to maintain effective and appropriate relationships with students, parents and all RSU staff.

REPORTS TO: Director of Building/Grounds and Transportation and/or Principal/designee

JOB GOAL:

1. To provide a clean and safe buildings for all students, staff and the community.
2. To implement and maintain the effective operations of the physical plant.

PROFESSIONAL RESPONSIBILITIES:

1. Assists in the training, scheduling and assignments of custodial staff;
2. Assists in the planning and oversees all custodial and repair work;
3. Ensures that all schools are properly staffed if not, makes reassignments as needed or performs the necessary work;
4. Maintains and safeguards an inventory of supplies, tools and equipment and recommends purchases as necessary;
5. Ensures that work activities are carried out in a manner which complies with federal, state and local safety and health regulations for asbestos, hazardous chemicals, and other environmental rules;
6. Meets with the Director of Buildings and Grounds to report maintenance/custodial concerns and to plan projects;
7. Informs the Director of emergency maintenance, heating and safety issues;
8. Prepares written work schedules, reports, and recommendations as requested;
9. Ensures the safety, health, and comfort of the students and staff;
10. Practices and monitors for safe work methods of custodial staff by keeping work areas and equipment in safe operating condition;
11. Promptly initiates action in the event of any hazardous condition;

12. Performs all duties of the custodial staff as needed;
13. Performs such other related duties and responsibilities as may be assigned.

CLERICAL:

1. Maintains timely and accurate records, ie, MSDS manuals.
2. Completes and retains any and all required reports; ie, accident reports, safety reports.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

TERMS OF EMPLOYMENT: As specified by contract and clarified by individual letters of employment

EVALUATION: Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted Revision by SVRSU Board April 13, 2017)