

Meeker School District Re-1

Job Description

Title: Head Custodian
Department(s): Maintenance/Operations
Reports to: Principal/Maintenance Director
Work Year: Year Round



Job Summary:

The Head Custodian is responsible for maintaining school buildings to provide a safe and clean environment for students and staff.

Summary of essential job function:

1. Must be able to comply with safety and health guidelines regarding equipment operations, handling chemicals and facility safety standards.
2. Maintain equipment, machinery, storage areas and supplies in an organized and safe manner.
3. Develop and implement building cleaning programs.
4. Report and/or repair all building safety concerns.
5. Assist Maintenance Director on long-range plans to upgrade janitorial equipment and procedures.
6. Complete minor repairs, as needed
7. Monitor mechanical systems for proper functioning
8. Maintain MSDS log book
9. Participate in the weekend emergency on-call program.
10. Obtain training on equipment and/or procedures to insure they are performed properly.
11. Develop and implement custodial needs to public building usage.

Qualifications and Experience:

- High School Diploma or GED
- Maintain a valid driver's license.
- Minimum of two years' experience as janitor. Experience with a school district is preferred.
- Knowledge of safe operations and maintenance for auto scrubbers, hot water extractors, vacuum cleaners, wet-dry vacuums, low and high speed buffers, propane burnishers and other janitorial equipment.
- One year minimum supervisory experience with a crew of three or more.
- Must be in good physical health, be able to work both indoors and outdoors and perform physically demanding work.
- Must be able to respond to all requests in a timely and effective manner.
- Maintain a professional relationship with students, staff and the public.

- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check

Physical Demands:

- This job requires being able to safely lift 70 pounds without any physical limitations on a daily basis.

Work Environment

- The noise level in the work environment is usually moderate.
- The work environment may include high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.