

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

- Title:** HEAD CUSTODIAN **File 603**
- Reports to:** Building Principal and Supervisor of Buildings, Grounds, and Safety
- Job Objectives:** Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment, and furnishings. Keeps the building principal and supervisor of buildings, grounds, and safety informed about maintenance concerns and emerging issues.
- Minimum Qualifications:**
- High school diploma. Post-secondary training in a trade is desirable.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Documentation of a clear criminal record.
 - Complies with drug-free workplace rules and board policies.
 - Custodial and/or building maintenance experience.
 - Basic mechanical, electrical, plumbing, and carpentry skills.
 - Ability to interpret and apply blueprint and schematic diagram information.
 - Knowledgeable about building codes, accessibility guidelines, safety regulations, and environmental laws.
 - Knowledge of pneumatic, microelectronic, and other HVAC control systems.
 - Proficient in boiler operations and preventive maintenance procedures.
 - Available to respond to building and/or service emergencies.
- Responsibilities and Essential Functions:**
- The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Supervises work crews. Helps custodians meet established schedules.
 - Takes the initiative to perform routine tasks independently.
 - Performs custodial duties. Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows.
 - Upholds board policies and follows administrative procedures.
 - Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
 - Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
 - Coordinates preparation and clean-up activities for building events.
 - Performs minor repairs that do not unduly disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.
 - Monitors and regulates the building's heating and ventilating equipment.
 - Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).
 - Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.

- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Inspects HVAC equipment as directed. Maintains boiler logs. Helps prepare boilers for annual inspections and summer shutdown.
- Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Performs grounds keeping duties. Maintains and prepares equipment for storage.
- Removes snow, ice, and debris along sidewalks to public entrances.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment (e.g., emergency lights, alarm systems, ground fault protectors, etc.) as directed. Anticipates and is prepared for fire, health, and safety inspections.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the building principal and supervisor of buildings, grounds, and safety: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.