

**St Francis School District  
Job Description**

**Job Title:** Building Head Custodian

**Reports To:** Business Manager

**Job Category:** Classified

**FLSA Status:** Non-Exempt

**SUMMARY** - This position is for a building head custodian to lead the process of cleaning, sanitizing and repair work to keep District facilities in an orderly condition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Sweeps, vacuums, or mops all floor surfaces.
2. Strips and shampoos or scrubs floors, as needed.
3. Empties and cleans all waste containers.
4. Clean mirrors, windows and other glass fixtures.
5. Clean, disinfect all washroom facilities and restock supplies.
6. Fills paper towel and soap dispensers.
7. Remove marks from tables, desks, chairs and floors.
8. Cleans whiteboard surfaces.
9. Empties pencil sharpeners.
10. Cleans walls and doors as needed.
11. Clean and replace lighting fixtures.
12. Inventory and stock janitorial supplies.
13. Dust all ledges, file cabinets, countertops, door frame, shelves and other surfaces.
14. Move furniture and equipment throughout building.
15. Secure windows, doors and other access areas.
16. Replace damaged ceiling tiles.
17. Cleanup any spills and/or other slip hazards in a timely manner.
18. Set-up and tear down special event equipment.
19. Ability to work with little or no supervision.
20. Maintain work related records.
- 21. Coordinates repair work with the District Facilities Maintenance Personnel.**
- 22. Available via District issued cell phone to respond to building related issues after hours.**
- 23. Serves as a leader for the building custodial team.**
- 24. Coordinates school year and summer cleaning procedures with the Business Manager.**
25. Perform all other duties as requested by the Business Manager or Building Principal.
26. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
27. Instill in students the belief in and practice of ethical principles and democratic values.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires a high level of confidentiality, flexibility, proactive problem-solving and excellent communication skills. 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.

**EDUCATION and/or EXPERIENCE**

High school diploma preferred. Experience with custodial/janitorial work in a school setting is preferred.

**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.

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will team lift and/or move up to 100 lb. such as furniture along with another employee. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to focus.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually quiet to loud.
2. Work in a fast-paced environment while handling multiple tasks.

**DRUG-FREE WORKPLACE** - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy **4122.01** throughout his/her employment in the District.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*